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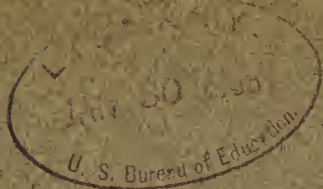
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1907



RULES AND BY-LAWS

OF THE

BOARD OF EDUCATION

OF THE

DISTRICT OF COLUMBIA

REPORT OF THE COMMITTEE ON RULES
BOARD OF EDUCATION
OF THE DISTRICT OF COLUMBIA

RULES

FOR THE GOVERNMENT OF THE

PUBLIC SCHOOLS

OF THE

DISTRICT OF COLUMBIA

Respectfully Submitted,
(Signed) W. V. Cox, Chairman
Board of Education

James H. Cook

REPORT OF THE COMMITTEE ON RULES OF THE BOARD OF EDUCATION.

October 9, 1907.

THE BOARD OF EDUCATION,

Ladies and Gentlemen: In framing these rules and by-laws of the Board of Education for the government of the public schools of the District of Columbia, your committee has used the old rules as a basis, changing them materially, however, to meet conditions and make them conform to new laws and decisions.

It is thought that the proposed rules are practical and workable and that they will be the means of placing the schools on a better educational and business basis. As far as practicable the committee has segregated the educational and business features. Whenever the committee was convinced that the rules in other systems were better, it has not hesitated to obtain advantages based on experience elsewhere.

Among the more important changes have been the defining of the duties of the superintendent, the assistant superintendents, directors, supervisors, heads of departments, principals, teachers, janitors and attendance officers. The number of committees has been increased. Definite time has been provided for leaves of absence.

The fixing of the pay of substitutes is an important feature. It is thought that the proposed arrangement is logical and will prove satisfactory.

The committee has had the active coöperation of the officers in this work and we desire to assure them of our appreciation.

The committee had hoped to present these rules more concisely, but after deliberation and observation submits them in their present form for your action.

Respectfully submitted,

(Signed) W. V. Cox, *Chairman.*

ELLEN SPENCER MUSSEY.

JOHN F. COOK.



By transfer

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BOARD OF EDUCATION OF THE DISTRICT OF COLUMBIA

FRANKLIN SCHOOL BUILDING

MEMBERS.

MR. JAMES F. OYSTER.....900 Pa. Ave. N.W.
MR. WILLIAM V. COX.....Second National Bank.
MRS. MARY CHURCH TERRELL.....326 T St. N.W.
MR. JOHN F. COOK.....1118 Sixteenth St. N.W.
MRS. ELLEN SPENCER MUSSEY....Nat'l Met. Bank.
MR. W. D. HOOVER..15th St. and N. Y. Ave. N.W.
DR. BARTON W. EVERMANN..1425 Clifton St. N.W.
MRS. JUSTINA R. HILL.....1738 Q St. N.W.
MR. RICHARD R. HORNER.....604 F St. N.W.

OFFICERS OF THE BOARD.

President:

MR. JAMES F. OYSTER, 900 Pa. Ave. N.W.

Vice-President:

DR. BARTON W. EVERMANN, 1425 Clifton St. N.W.

Secretary:

MR. HARRY O. HINE, 3204 Highland Ave.,
Cleveland Park.

STANDING COMMITTEES.

Ways and Means—Mr. Cox, Mr. Hoover, Mr. Cook.

Elementary Schools and Night Schools—Mr. Hoover, Mr. Oyster, Dr. Evermann, Mr. Cook, Mrs. Terrell.

Normal, High and Manual Training—Dr. Evermann, Mr. Hoover, Mr. Horner, Mrs. Hill, Mrs. Terrell.

Text-Books and Supplies—Dr. Evermann, Mr. Hoover, Mrs. Hill.

Inspection and Disposal of Unserviceable Material
—Mr. Cook, Mr. Oyster, Mrs. Mussey.

Sites, Buildings, Repairs, Janitors and Sanitation
—Mr. Hoover, Mr. Cox, Mr. Oyster.

Water Supply and Drainage—Mr. Horner, Mr. Cook, Mrs. Mussey.

Rules and By-Laws—Mr. Cox, Mr. Cook, Mrs. Mussey.

Military Affairs and Athletics—Mr. Oyster, Mr. Cox, Mr. Horner.
Playgrounds and Special Schools—Mrs. Mussey, Mrs. Terrell, Dr. Evermann.
School Gardens—Mrs. Hill, Mrs. Terrell, Mr. Horner.
Libraries and Lectures—Mrs. Terrell, Mrs. Hill, Dr. Evermann.

SPECIAL COMMITTEES.

Amendment of Public Act No. 254—Mrs. Mussey, Mr. Cox, Mr. Cook, Mr. Hoover, Mr. Oyster.
Teachers' Retirement—Mr. Cox, Dr. Evermann, Mrs. Hill.
Awards and Prizes (Galt Legacy prize and Daughters of the American Revolution)—Mrs. Mussey, Mrs. Hill, Mrs. Terrell.

OFFICE OF SUPERINTENDENT.

WILLIAM E. CHANCELLOR,
Superintendent of Public Schools.
PERCY M. HUGHES,
Assistant Superintendent of Public Schools.
ROSCOE C. BRUCE,
Assistant Superintendent of Public Schools.

DIRECTORY OF SCHOOLS.

A. T. STUART, Director of Intermediate Instruction.
Office, Franklin School; residence, 3106 Seventeenth street N.W.
Supervisor of Manual Training, J. A. CHAMBERLAIN.
Office, Franklin School; residence, 122 Seaton street N.W.

FIRST DIVISION.

Supervising Principal, BERNARD T. JANNEY.
Office, Curtis School; residence, 1671 Thirty-first street N.W.

| No. of b'ld'g. | Name. | Location. | Name of Principal. |
|-------------------|-------------------------------|---|-----------------------|
| 53 | Addison, Henry | P st. bet. 32d and 33d sts. N.W. | Miss E. E. Darnelle. |
| 25 | Conduit Road | Conduit Road | Miss M. Fauth. |
| 68 | Corcoran, Thomas | 28th st. bet. M. st. and Olive ave. N.W. | Miss M. F. Gore. |
| 26 | Curtis, William Wallace | O st. bet. 32d and 33d sts. N.W. | Miss E. M. Chase. |
| 92 | Fillmore, Millard | 35th st. bet. R and S sts. N.W. | Miss T. C. Roeser. |
| 147 | Hyde, Anthony T. | O st. bet. 32d and 33d sts. N.W. | Miss C. A. Ossire. |
| | Industrial Home | Wisconsin ave. N.W. | R. L. Haycock. |
| 69 | Jackson, Andrew | R st. bet. 30th and 31st sts. N.W. | Miss E. L. Godey. |
| 110 | Reservoir | Conduit Road, near reservoir | Miss Roberta Ossire. |
| 14 | Threlkeld, John | 36th st. and Prospect ave. N.W. | Miss S. E. Thomas. |
| 114 | Toner, John Meredith | 24th and F sts. N.W. | Miss Blanche Beckham. |

SECOND DIVISION.

Supervising Principal, CHARLES S. CLARK.

Office, Dennison School; residence, The Manhattan, 1501 Park street, Mount Pleasant.

| No. of b'd'g. | Name. | Location. | Name of Principal. |
|------------------|----------------------------|--|-----------------------|
| 65 | Adams, John Quincy..... | R st. bet. 17th st. and New Hampshire ave. N.W.... | Mrs. C. B. Smith. |
| 66 | Berret, James G..... | 14th and Q sts. N.W..... | Miss N. E. L. McLean. |
| 113 | Chevy Chase..... | Connecticut ave. extended..... | Miss M. Ella Given. |
| 52 | Dennison, William..... | S st. bet. 13th and 14th sts. N.W..... | Miss K. E. Rawlings. |
| 32 | Force, Peter..... | Mass. ave. bet. 17th and 18th sts. N.W..... | B. W. Murch. |
| 41 | Grant, Ulysses..... | G st. bet. 21st and 22d sts. N.W..... | Miss F. L. Reeves. |
| 95 | Johnson, Andrew..... | School and Lamont sts., Mount Pleasant..... | Miss C. G. Brewer. |
| 21 | Johnson, Andrew, Annex.... | School st., Mount Pleasant..... | Miss C. L. Garrison. |
| 125 | Morgan, Thomas P..... | V st. bet. Champlain and 18th sts. N.W..... | Miss H. I. Walsh. |
| 102 | Tenley..... | Tenley..... | Miss E. Macfarlane. |
| 54 | Weightman, Roger C..... | 23d and M sts. N.W..... | |

THIRD DIVISION.

Supervising Principal, WILLIAM W. BLACK.

Office, Ross School; residence, 3518 13th street N. W.

| | | | |
|-----|-----------------------------|--|----------------------|
| 104 | Brightwood | Brightwood | Miss H. G. Nichols. |
| 84 | Harrison, William Henry.... | 13th st. bet. V and W sts. N.W..... | Miss A. L. Sargent. |
| 119 | Hubbard..... | Kenyon st. bet. 11th and 12th sts. N.W..... | Horton Simpson. |
| 72 | Monroe, James..... | Columbia rd. bet. Brightwood and Sherman avs. N.W. | H. W. Draper. |
| 131 | Petworth | Petworth | Miss M. W. Frank. |
| 57 | PHELPS, Seth L..... | Vermont ave. bet. T and U sts. N.W..... | Miss F. S. Fairley. |
| 146 | Ross, John W..... | Harvard st. bet. 11th and 13th sts. N.W..... | Miss K. H. Bevard. |
| 118 | Takoma..... | Takoma..... | Miss Margaret Bayly. |
| 101 | Woodburn..... | Riggs and Blair roads..... | Miss H. E. King. |

FOURTH DIVISION.

Supervising Principal, WALTER B. PATTERSON.

Office, Henry School; residence, The Princeton, 1430 V street.

| No. of b'ld'g. | Name. | Location. | Name of Principal. |
|----------------|----------------------|--|-----------------------|
| 27 | Abbot, George J. | 6th st. and New York ave. N.W. | Miss Metella King. |
| 15 | Franklin, Benjamin | 13th and K sts. N.W. | C. K. Finckel. |
| 143 | Gage, Nathaniel P. | 2d st. above U st. N.W. | Mrs. M. E. C. Walker. |
| 33 | Henry, Joseph | 1 st st. bet. 6th and 7th sts. N.W. | Miss A. A. Chesney. |
| 44 | Morse, Samuel F. B. | R st. bet. New Jersey ave. and 5th st. N.W. | Miss S. E. White. |
| 86 | Polk, James K. | 7th and P sts. N.W. | Miss M. E. Bond. |
| 22 | Seaton, William W. | I st. bet. 2d and 3d sts. N.W. | Miss F. L. Hendley. |
| 29 | Thomson, Strong John | 12th st. bet. K and L sts. N.W. | See Franklin. |
| 45 | Twining, W. J. | 3d st. bet. N and O sts. N.W. | Miss S. C. Collins. |
| 51 | Webster, Daniel | 10th and H sts. N.W. | Miss S. B. Kent. |

FIFTH DIVISION.

Supervising Principal, SELDEN M. ELY.

Office, Gales School; residence, 50 S street N.W.

| | | | |
|-----|----------------------|--|----------------------|
| 70 | Arthur, Chester A. | Arthur Place N.W. | Miss L. M. Warman. |
| 61 | Blake, James H. | North Capitol st. bet. K and L sts. N.W. | Miss F. M. Roach. |
| 103 | Brookland | Brookland | Miss M. E. Little. |
| 58 | Carbery, Thomas H. | 5th st. bet. D and E sts. N.E. | Miss A. M. Clayton. |
| 116 | Eckington | 1st and Quincy sts. N.E. | Miss M. R. Lyddane. |
| 133 | Emery, Matthew G. | Lincoln ave. and Prospect st. N.E. | Miss Adelaide Davis. |
| 36 | Gales, Joseph | 1st and G sts. N.W. | Miss K. T. Brown. |
| 108 | Langdon | Langdon | Miss A. M. Sisson. |
| 9 | Queen's Chapel Road. | | |

SIXTH DIVISION.

Supervising Principal, STEPHEN E. KRAMER.

Office, Ludlow School; residence, 1318 S street N.W.

| No. of b'd'g. | Name. | Location. | Name of Principal. |
|------------------|------------------------|--------------------------------------|------------------------|
| 50 | Blair, Francis P., Sr. | I st. bet. 6th and 7th sts. N.E. | Miss E. F. Goodwin. |
| 145 | Blow, Henry T. | 19th st. and Benning road N.E. | Miss F. B. Slater. |
| 135 | Edmonds, James B. | 9th and D sts. N.E. | Miss M. A. McNantz. |
| 37 | Hamilton, Alexander. | Bladensburg road. | Miss O. A. Ebert. |
| 107 | Hayes, Rutherford B. | 5th and K sts. N.E. | Miss E. M. Fisher. |
| 142 | Ludlow, William. | Southeast corner 6th and G sts. N.E. | Miss E. C. Dyer. |
| 71 | Madison, James. | 10th and G sts. N.E. | Miss M. J. Austin. |
| 94 | Pierce, Franklin. | G and 14th sts. N.E. | Miss K. C. Babbington. |
| 88 | Taylor, Zachary. | 7th st. near G st. N.E. | Miss G. S. Silvers. |
| 121 | Webb, William B. | 15th and Rosedale sts. N.E. | Miss A. I. Bell. |
| 136 | Wheatley, Samuel G. | 12th and N sts. N.E. | Miss M. B. Pearson. |

SEVENTH DIVISION.

Supervising Principal, EPHRAIM G. KIMBALL.

Office, Wallach School; residence, 1204 Massachusetts avenue N.W.

| No. of b'd'g. | Name. | Location. | Name of Principal. |
|------------------|--------------------|-------------------------------------|----------------------|
| 48 | Benning. | Benning. | Miss M. G. Young. |
| 46 | Brent, Robert. | 3d and D sts. S.E. | Miss Lyda Dalton. |
| 120 | Dent, Josiah. | 2d st. and South Carolina ave. S.E. | Miss A. E. Hopkins. |
| 115 | Hilton, Charles E. | 6th st. bet. B and C sts. N.E. | Miss J. M. Rawlings. |
| 128 | Kenilworth. | Kenilworth. | Mrs. F. A. Voorhees. |
| 55 | Maury, John W. | B st. bet. 12th and 13th sts. N.E. | Miss M. E. Kealey. |
| 31 | Peabody, George. | 5th and C sts. N.E. | Miss M. A. Aukward. |
| 59 | Towers, John T. | 8th and C sts. S.E. | Miss N. M. Mack. |
| 4 | Wallach, Richard. | D st. bet. 7th and 8th sts. S.E. | Miss Anne Beers. |

EIGHTH DIVISION.
 Supervising Principal, ISAAC FAIRBROTHER.
 Office, Jefferson School; residence, 924 B street S.W.

| No. of b'd'g. | Name. | Location. | Name of Principal. |
|------------------|----------------------|--|----------------------|
| 42 | Amidon, Margaret. | 6th and F sts. S.W. | Miss M. L. Smith. |
| 123 | Bowen, Sayles J. | 3d and K sts. S.W. | Miss A. B. Neumeier. |
| 60 | Bradley, William A. | Linworth Place S.W. | Miss Annie VanHorn. |
| 105 | Greenleaf, James. | 4½ st. bet. M and N sts. S.W. | Miss S. E. Halley. |
| 23 | Jefferson, Thomas. | 6th and D sts. S.W. | C. N. Thompson. |
| 16 | McCormick, Hugh. | 3d st. bet. M and N sts. S.E. | Miss Lily Buehler. |
| 17 | Potomac. | 12th st. bet. Maryland ave. and E st. S.W. | Miss B. M. Price. |
| 64 | Smallwood, Samuel N. | I st. bet. 3d and 4½ sts. S.W. | C. A. Johnson. |

NINTH DIVISION.
 Supervising Principal, HOSMER M. JOHNSON.
 Office, Cranch School; residence, Anacostia, D. C.

| | | | |
|-----|---------------------------|---|------------------------|
| 96 | Buchanan, James. | E st. bet. 13th and 14th sts. S.E. | Miss M. R. McCauslen. |
| 111 | Congress Heights. | Congress Heights. | H. F. Lowe. |
| 137 | Cranch, William. | 12th and G sts. S.E. | Mrs. N. B. Crowell. |
| 67 | Lenox, Walter. | 5th st. bet. G st. and Virginia ave. S.E. | Miss A. P. Stromberger |
| 122 | Orr, Benjamin G. | Twining City. | Miss C. A. D. Luebker |
| 138 | Stanton, Edwin I. | Hamilton road, Good Hope, D. C. | Miss C. I. Mathis. |
| 83 | Tyler, John. | 11th st. bet. G and I sts. S.E. | Mrs. M. J. Peabody. |
| 87 | Van Buren, Martin. | Jefferson st., Anacostia. | } Miss S. A. Langley. |
| 38 | Van Buren, Martin, Annex. | Washington st., Anacostia. | |

TENTH DIVISION.

Supervising Principal, WINFIELD S. MONTGOMERY.
Office, Sumner School; residence, 1912 11th street N.W.

| No. of b'd'g. | Name. | Location. | Name of Principal. |
|------------------|----------------------|---|-------------------------|
| 75 | Briggs, Martha B. | E and 22d sts. N.W. | Miss E. F. Wilson. |
| 6 | Chain Bridge Road. | Chain Bridge road. | C. C. Bannister. |
| 140 | *Miner, Myrtilla. | 17th and Church sts. N. W. | Miss K. U. Alexander. |
| 81 | Montgomery, Henry P. | 27th st. bet. I and K sts. N.W. | Miss F. S. Bruce. |
| 139 | Phillips, Wendell. | N st. bet. 27th and 28th sts. N.W. | Miss G. F. Smith. |
| 97 | Reno, Jesse Lee. | Howard ave., Fort Reno. | Mrs. L. I. Hawkesworth. |
| 19 | Stevens, Thaddeus. | 21st st. bet. K and L sts. N.W. | Miss M. E. Gibbs. |
| 89 | †Sumner, Charles. | M and 17th sts. N.W. | Miss M. M. Orme. |
| 49 | Wilson, Henry. | 17th st. bet. Euclid st. and Kalorama road N.W. | F. J. Cardozo. |
| | Wormley, James, Sr. | Prospect st. bet. 33d and 34th sts. N.W. | Miss A. M. Mason. |

*This building houses the schools of Sumner.

†This building houses the schools of Magruder.

ELEVENTH DIVISION.

Supervising Principal, HENRY L. BAILEY.
Office, Garnet School; residence, 1713 T street N.W.

| | | | |
|-----|--------------------------|---|----------------------|
| 112 | Bruce, Blanche K. | Kenvon st. bet. Brightwood and Sherman aves. N.W. | M. Grant Lucas. |
| 47 | Bunker Hill Road. | Bunker Hill road. | Miss M. A. D. Madre. |
| 30 | Cook, John F., Sr. | O st. bet. 4th and 5th sts. N.W. | Miss S. C. Lewis. |
| 11 | Fort Slocum. | Blair road. | J. Parker Gillen. |
| 34 | Garnet, Henry H. | U and 10th sts. N.W. | Miss K. C. Lewis. |
| 76 | Garrison, William Lloyd. | 12th st. bet. R and S sts. N.W. | Miss R. A. Boston. |
| 132 | Langston, John M. | P st. bet. North Capitol and 1st sts. N.W. | Miss E. D. Barrier. |
| 8 | Military Road. | Military road, near Brightwood, D. C. | E. R. Beckley. |
| 40 | Mott, Lucretia. | 6th and Trumbull sts. N.W. | Miss C. A. Heathman. |
| 93 | Orphans' Home. | 8th st. extended. | Miss N. A. Plummer. |
| 80 | Patterson, James W. | Vermont ave. near U st. N.W. | A. P. Lewis. |
| | Slater, John F. | P st. bet. North Capitol and 1st sts. N.W. | Miss A. E. Thompson. |

TWELFTH DIVISION.

| No. of b'd'g. | Name. | Location. | Name of Principal. |
|------------------|--------------------------|--|------------------------|
| 39 | Banneker, Benjamin..... | 3d st. bet. K and L sts. N.W..... | J. W. Cromwell. |
| 56 | Benning Road..... | Near Benning..... | J. C. Bruce. |
| 24 | Benning Road Annex..... | Burrville..... | D. I. Renfro. |
| 91 | Burrville..... | 1st and Pierce sts. N.W..... | Miss H. A. Hebron. |
| 99 | Douglass, Frederick..... | Ivy City..... | J. C. Payne. |
| 100 | Ivy City..... | L and 1st sts. N.W..... | Miss E. A. Chase. |
| 77 | Iones, Alfred..... | 2d and C sts. S.E..... | Miss M. P. Shadd. |
| 18 | Lincoln, Abraham..... | 3d and G sts. N.E..... | Miss M. L. Washington. |
| 90 | Logan, John A..... | 12th and D sts. N.E..... | Miss M. A. Wheeler. |
| 124 | Lovejoy, Elijah P..... | 15th and C sts. S.E..... | Miss M. L. Jordan. |
| 98 | Payne, Daniel A..... | Pierce st. bet. 1st st. and New Jersey ave. N.W..... | Miss L. G. Arnold. |
| 134 | Simmons, Abby S..... | | |

THIRTEENTH DIVISION.

Supervising Principal, JOHN C. NALLE.

Office, Lincoln School; residence, 1429 Pierce Place N.W.

| | | | |
|-----|------------------------------|---------------------------------------|--------------------|
| 79 | Ambush, Enoch..... | L st. bet. 6th and 7th sts. S.W..... | A. V. Shorter. |
| 78 | Bell, George..... | 1st st. bet. B and C sts. S.W..... | J. E. Syphax. |
| 127 | Birney, James G..... | Nichols ave., Hillsdale..... | Miss F. J. Smith. |
| 74 | Birney, James G., Annex..... | 9th and E sts. S.W..... | Miss J. C. Grant. |
| 109 | Bowen, Anthony..... | L st. bet. Half and 1st sts. S.W..... | Miss J. E. Page. |
| 148 | Cardozo, Francis L., Sr..... | Garfield..... | H. W. Lewis. |
| 106 | Garfield, James A..... | G st. bet. 3d and 4th sts. S.E..... | Miss L. A. Smith. |
| 63 | Giddings, Joshua R..... | 1st and I sts. S.W..... | Mrs. M. E. Tucker. |
| 28 | Randall, Eliza G..... | Half st. bet. N and O sts. S.W..... | J. E. Walker. |
| 126 | Syphax, William..... | | |

HIGH SCHOOLS.

| No. of b'ld'g. | Name. | Location. | Name of Principal. |
|----------------|--------------------|---|----------------------|
| 43 | Central High..... | O st. bet. 6th and 7th sts. N.W..... | Emory M. Wilson. |
| 85 | Eastern High..... | 7th st. bet. Pennsylvania ave. and C st. S.E..... | Willard S. Small. |
| 117 | Western High..... | 35th and T sts. N.W..... | Miss E. C. Westcott. |
| 144 | Business High..... | 9th st. and Rhode Island ave. N.W..... | Allan Davis. |
| 82 | M Street High..... | M st. bet. 1st st. and New Jersey ave. N.W..... | W. T. S. Jackson. |

WASHINGTON NORMAL SCHOOLS.

| | | |
|--------------------------|--|----------------------|
| Normal School No. 1..... | Benjamin Franklin School 13th and K sts. N.W..... | Miss Anne M. Goding. |
| Normal School No. 2..... | Charles Sumner School bldg., 17th and M sts. N.W.. | Miss L. E. Moten. |

MANUAL TRAINING SCHOOLS.

| | | | |
|-----|--------------------------|---|------------------|
| 130 | McKinley, William..... | Rhode Island ave. corner 7th st. N.W..... | George E. Myers. |
| 129 | Armstrong, Samuel H..... | P st. bet. 1st and 3d sts. N.W..... | W. B. Evans. |

DIRECTORS OF SPECIAL WORK.

| Department. | Name. | Office. |
|------------------------|--------------------------------|--------------------------|
| Primary work..... | Miss E. V. Brown..... | Franklin School. |
| Music..... | Miss A. E. Bentley..... | Franklin School. |
| Drawing..... | Mrs. A. M. Wilson..... | 1017 Twelfth street N.W. |
| Domestic science..... | Miss E. S. Jacobs..... | 607 O street N.W. |
| Domestic art..... | Mrs. M. W. Cate..... | 607 O street N.W. |
| Physical training..... | Miss Rebecca Stonerod..... | Webster School. |
| Kindergartens..... | Miss Catherine R. Watkins..... | 1017 Twelfth street N.W. |
| Librarian..... | Miss Mina Goetz..... | Franklin School. |
| Night schools..... | B. W. Murch..... | Force School. |

ASSISTANT DIRECTORS OF SPECIAL WORK.

| | | |
|------------------------|--------------------------------|-----------------------|
| Primary work..... | Miss E. F. G. Merritt..... | Miner School. |
| Music..... | John T. Layton..... | Sumner School. |
| Drawing..... | Thomas W. Hunster..... | M Street High School. |
| Manual training..... | James H. Hill..... | Cook School. |
| Domestic science..... | Mrs. Julia W. Shaw..... | Sumner School. |
| Domestic art..... | Miss Jeanette E. Anderson..... | Sumner School. |
| Physical training..... | Miss A. J. Turner..... | Sumner School. |
| Kindergartens..... | Miss N. T. Jackson..... | Sumner School. |
| Librarian..... | Miss Julia B. Brandon..... | Sumner School. |
| Night schools..... | W. B. Evans..... | Armstrong School. |

ATTENDANCE OFFICERS.

| | | |
|-------------------------|-----------------------------|------------------|
| Attendance officer..... | Mrs. Edna K. Pushee..... | Franklin School. |
| Attendance officer..... | Mrs. Ida J. Richardson..... | Franklin School. |

BY-LAWS

FOR THE

GUIDANCE

OF THE

BOARD OF EDUCATION

OF THE

DISTRICT OF COLUMBIA

ARTICLE IV.—*Duties of Officers.*

Section I. The president shall preside at the meetings of the board and shall appoint committees not otherwise ordered. His approval shall be necessary on all pay-rolls and requisitions for supplies.

Sec. II. The vice-president shall act as, and perform the duties of the president in the absence or at the request of the latter.

Sec. III. The secretary of the board shall have charge of the office force and shall be the custodian of all the records of the Board of Education.

He shall keep a journal of its proceedings and shall conduct all correspondence pertaining to his office; shall administer the oath of office to all officers and employees; shall certify to all pay-rolls and make and certify to all requisitions for supplies; shall submit a monthly statement of balances on hand to the Committee on Ways and Means, and shall perform such other duties pertaining to his office as are from time to time required of him by the board or its president.

ARTICLE V.—*Committees.*

Section I. The standing committees shall be:

- I. On Ways and Means.
- II. On Elementary Schools and Night Schools.
- III. On Normal, High, Manual Training and Trade Schools.
- IV. On Text-Books and Supplies.
- V. On Inspection and Disposal of Unserviceable Materials.
- VI. On Sites, Buildings, Repairs, Janitors and Sanitation.
- VII. On Water Supply and Drainage.
- VIII. On Rules and By-laws.
- IX. On Military Affairs and Athletics.
- X. On Playgrounds and Special Schools.
- XI. On School Gardens.
- XII. On Libraries and Lectures.

ARTICLE VI.—*Duties of Committees.*

Section I. The Committee on Ways and Means shall keep itself advised of the amount of money provided for different school purposes, the method of expenditure of the same and the state of the account, reporting monthly to the Board of Education the balances on hand.

It shall, after consultation with the superintendent, prepare and submit to the board, not later than September 25th of each year, the annual estimates for the maintenance of the schools, and shall represent the board in all matters of legislation for the support of the public schools.

All recommendations of the superintendent affecting expenditures shall, unless otherwise ordered, be referred to said committee to be transmitted with its recommendations to the Board of Education for action thereon.

Sec. II. The Committee on Elementary and Night Schools shall have general charge of all matters relating to principals, teachers and courses of study in elementary schools and the organization of such schools.

Nominations made by the superintendent for the appointment, promotion, transfer or dismissal of principals or teachers in elementary or night schools, or of directors or special teachers therein and recommendations made by the superintendent of schools with reference to the organization of courses of study in said schools, shall, unless otherwise ordered, be referred to said committee and shall be transmitted to the Board of Education at its next meeting with recommendations as to approval or disapproval.

Sec. III. The Committee on Normal, High, Manual Training and Trade Schools shall have general charge over all matters relating to the principals, teachers and courses of study in such schools.

Nominations made by the superintendent of schools for the appointment, promotion, transfer or dismissal of principals or teachers in such schools shall, unless otherwise ordered by the board, be referred to said committee and shall be transmitted to the Board of Education at its next meeting with recommendations.

Sec. IV. The Committee on Text-Books shall keep itself advised of the kind, cost and character of text-books, maps, charts and school apparatus in use or proposed for use in the schools.

All recommendations of the superintendent of schools in regard to the introduction or change of text-books, shall, unless otherwise ordered by the board, be referred to said committee and be transmitted to the board with its recommendations.

Sec. V. The Committee on Inspection and Disposal of Unserviceable Materials shall keep itself advised of the condition of all school furniture, equipment and materials. It shall from time to time report to the board specific recommendations looking to the improvement of said furniture and equipment and devise methods for the prompt disposal of all wornout materials of whatever kind.

Sec. VI. The Committee on Sites, Buildings, Repairs, Janitors and Sanitation shall, from time to time, report to the board the condition of school buildings and rooms, and shall make such recommendations with reference thereto as in its judgment may seem fit; it shall closely supervise the work of the department of repairs; it shall give special attention to all sanitary matters in the city schools and shall suggest from time to time locations for future school buildings.

All nominations of janitors and caretakers shall, unless otherwise ordered, be referred to said committee to be reported to the board with recommendations.

Sec. VII. The Committee on Water Supply and Drainage shall keep itself advised of the provision made for a proper water supply and drainage of school buildings and grounds and of all premises rented for school purposes, and make recommendations to the board from time to time looking to a betterment of general sanitary conditions in all such school premises.

Sec. VIII. The Committee on Rules and By-Laws shall submit to the board such changes in and amendments to the rules and by-laws as it may from time to time deem necessary, and shall also consider and report upon such amendments as may be referred to it by the board.

Sec. IX. The Committee on Military Affairs and Athletics shall have general charge of all matters pertaining to military organization and military instruction and athletics in the public schools.

Sec. X. The Committee on Playgrounds and Special Schools shall have general charge of all matters relating to playgrounds, ungraded schools and schools for defective pupils and their courses of study and the work of the truant officers.

Nominations of principals, teachers and caretakers and recommendations of the superintendent as to the management of such playgrounds and schools, shall, unless otherwise ordered, be referred to said committee and shall be transmitted, with its recommendations to the board for action thereon.

Section XI. The Committee on School Gardens shall have general charge of all matters relating to school gardens.

All nominations of teachers made by the superintendent and all plans for the maintenance and extension of such school gardens shall, unless otherwise ordered, be referred to said committee

and by it reported to the board with recommendations.

Sec. XII. The Committee on Libraries and Lectures shall have general charge of all matters relating to school libraries and to free lectures maintained by the Board of Education, and all nominations and recommendations of the superintendent relating thereto shall, unless otherwise ordered, be referred to the said committee to be transmitted to the board with its approval or otherwise.

Sec. XIII. Special Committees may be appointed from time to time, and, unless otherwise ordered, they shall cease to exist upon the performance of the special duty to which they are assigned.

ARTICLE XIV.—*Reports and Resolutions.*

Section I. All reports of committees shall be in writing and shall be signed by all the members who concur therein.

Sec. II. No resolution shall be acted upon unless presented in writing over the signature of the member presenting it, and when the question is put every member present shall vote, unless excused by a vote of the majority of those present.

ARTICLE XV.—*Rules of Order.*

Robert's Rules of Order shall be the standard of parliamentary practice in all meetings of the board and of its committees.

ARTICLE XVI.—*Amendments.*

The by-laws and rules may be altered, amended, repealed, or suspended at any stated meeting of the board by a majority of vote of the whole board; *Provided*, That notice of any proposed change shall have been mailed to each member at least three days before the stated meeting at which action is to be taken.

OATHS OF OFFICE.

Under an order of the Commissioners of the District of Columbia, dated June 24, 1903, it is provided—

"That each officer and employee of the District of Columbia above the grade of day laborer, who has not taken, subscribed and filed an oath of office as required by the order of December 2, 1897, under his most recent appointment, shall immediately do so; and hereafter heads of offices in said District will be held responsible that no such officer or employee, in their respective offices, shall be

permitted to enter upon duty until he, or she, has taken, subscribed and filed such oath.... no compensation will be paid to any officer or employee not having complied with this order."

In compliance with the foregoing order it will be impossible to certify the pay of any employee until he has subscribed to the proper oath of office.

All persons newly appointed must call at the office of the secretary of the Board of Education, either before, or on the day of the commencement of their duties, and comply with the foregoing order.

RESIDENCES.

Every employee must, on the opening day of school, report his residence to the secretary of the Board of Education on forms to be provided. Every change of residence during the year must be promptly reported on cards to be provided.

EXTRACTS FROM DECISIONS OF THE COMPTROLLER.

The annual increase of salary is in the nature of longevity pay, that is, increase of pay for length of service.

If promotions are made from grade to grade only, there will be no increase of salary by reason of promotions from the first to the second grade, or from the third to the fourth, the fifth to the sixth, or the sixth to the seventh.

On promotion from the second to the third grade, or from the fourth to the fifth grade, or the seventh to the eighth, the teacher would by operation of law be advanced to the next higher class.

When a teacher is promoted from one class to another he will receive the salary in the class to which promoted which is next above his salary in the class to which he was assigned prior to his promotion.

When a teacher is reduced to a lower class, unless otherwise provided by law, he can be allowed only the minimum salary in that class, all other salaries therein representing increase of pay for length of service.

Each employee who has been employed in the prior year, if his work is satisfactory, shall receive his increased pay on the following dates, whether he has been employed the whole or only part of such year:

All employees on the twelve instalment roll on July 1.

All employees on the ten instalment roll on September 1.

A teacher on probation should not be classified as a qualified teacher and should not become entitled to the annual increase of salary until he has served as a qualified teacher during a second year. Therefore the salary of a newly appointed teacher in the normal, high or manual training schools for the second year would be the same as for the first year, that is, \$1,000.

Salaries of employees paid in ten monthly instalments begin on September 1 of each year.

Salaries of employees paid in twelve monthly instalments begin on July 1 of each year.

Employees specified in Section 4 (except clerks in the administrative offices), the principal of the normal, high and manual training schools provided for in Section 7, and the directors and assistant directors provided for in Section 8 are classed as teachers.

Employees specified in Section 9 and the clerks in the administrative offices are classed as officers.

Teachers of the normal, high and manual training schools can be promoted from Group A to Group B of class six, for superior work, after fulfilling the requirements of Section 6.

Employees on the ten instalment roll who are newly appointed by the Board of Education subsequent to September 1st and who enter their duties on the opening day of school in September are entitled to pay from the date of actual appointment by the Board of Education only.

All employees on the weekly installment roll
in July 1911
All employees on the ten installment roll
in September 1911

A teacher on probation should not be treated
as a qualified teacher and should not become in-
cluded in the annual increase of salary until he has
acted as a qualified teacher during a certain
year. Therefore the salary of a newly appointed
teacher in the normal high or normal training
schools for the second year should be the same as
for the first year, that is \$1,200.

Salaries of employees paid on an installment
basis on September 1 of each year
Salaries of employees paid in cash monthly
beginning on July 1 of each year
Employees on the ten installment roll should
be the same as those on the weekly installment roll
except that they should not receive a salary in-
crease for the first year, and should receive a salary in-
crease for the second year, that is \$1,200.

Employees on the weekly installment roll
should receive a salary increase for the first year,
that is \$1,200, and a salary increase for the second
year, that is \$1,400. Employees on the ten im-
installment roll should receive a salary increase for
the first year, that is \$1,200, and a salary in-
crease for the second year, that is \$1,400. Em-
ployees on the weekly installment roll should receive
a salary increase for the first year, that is \$1,200,
and a salary increase for the second year, that is
\$1,400. Employees on the ten installment roll should
receive a salary increase for the first year, that is
\$1,200, and a salary increase for the second year,
that is \$1,400.

Employees on the weekly installment roll
should receive a salary increase for the first year,
that is \$1,200, and a salary increase for the second
year, that is \$1,400. Employees on the ten im-
installment roll should receive a salary increase for
the first year, that is \$1,200, and a salary in-
crease for the second year, that is \$1,400. Em-
ployees on the weekly installment roll should receive
a salary increase for the first year, that is \$1,200,
and a salary increase for the second year, that is
\$1,400. Employees on the ten installment roll should
receive a salary increase for the first year, that is
\$1,200, and a salary increase for the second year,
that is \$1,400.

RULES
FOR THE GOVERNMENT
OF THE
PUBLIC SCHOOLS
OF THE
DISTRICT OF COLUMBIA

Report
enrollemnt.

Make annual
report.

Shall execute
orders of supt.
and board.

Act as
first assistant.

White
assistant shall
act in absence
of supt.

Control
admission
to
high schools.

Make courses
of study for
high and
manual
training
schools.

2. At the close of each school year, the superintendent shall prepare a table showing the estimated enrollment by grades, of pupils in each school building in the District, for the ensuing year and present an annual report.

ASSISTANT SUPERINTENDENTS.

3. The assistant superintendents for white and for colored schools shall execute all orders as directed by the superintendent of public schools, in accordance with the rules of the Board of Education, and shall perform such other services to the board and to its committees as may be required. They shall maintain stated and regular office hours, visit schools, conduct all correspondence attaching to their offices; assist the superintendent in examinations of pupils, organize such meetings of officers and teachers as may seem expedient, and shall be first assistants to the superintendent for their respective jurisdictions.

The assistant superintendent of white schools shall, in the absence of the superintendent, upon leave granted, be his deputy in respect to all matters not especially delegated by Act of Congress, to the superintendent of public schools, or to the assistant superintendent for colored schools, occupying at such times a seat at the meetings of the Board of Education and performing all such duties for which he may have the written authorization of the superintendent of public schools.

The respective assistant superintendents shall have the direction and control of the admission of pupils to the several high and manual training schools. This shall include all pupils transferred from the eighth grades and those entering from other schools.

No pupils shall be demoted from the high schools to the grades without the written approval of the respective assistant superintendents.

With a view to the unification of the educational work of the white high schools and of all academic and scientific subjects in the McKinley Manual Training School and the Business High School, the white assistant superintendent shall, with the approval of the superintendent of schools and the Board of Education, prescribe the courses of study in the several high and manual training schools. He shall recommend to the superintendent of schools all textbooks to be used in such courses. He shall from time to time, with the assistance of the heads of departments, give such examinations as shall test the work done in the several schools.

With a view to the unification of the educational work of the colored high schools and of all academic and scientific subjects in the Armstrong Manual Training School, the colored assistant superintendent shall, with the approval of the superintendent of schools and the Board of Education, prescribe the courses of study in the several high and manual training schools. He shall recommend to the superintendent of schools all textbooks to be used in such courses. He shall, from time to time, with the assistance of the heads of departments, give such examinations as shall test the work done in the several schools.

Duties of
colored
assistant supt.

An assistant superintendent may be dismissed for cause.

DIRECTOR OF INTERMEDIATE INSTRUCTION.

4. The director of intermediate instruction for the white schools, shall, under the direction of the superintendent of schools, have charge of the standardizing of educational work of grades five to eight inclusive, and shall perform such other duties as the superintendent of schools or the Board of Education may direct. He shall work to give larger unity and general effectiveness to the school work in all its phases, such results to be secured by grade meetings of teachers and through visits and study of conditions and needs, and by consultation with the supervising principals individually, and as a body in their meetings.

Shall
standardize
work of
grades five
to eight.

Shall hold
grade
meetings,

SUPERVISOR OF MANUAL TRAINING.

5. The supervisor of manual training shall, under the direction of the superintendent of schools, have charge of the unification and general supervision of the manual training instruction in the white schools and shall perform such duties as the superintendent of schools or the Board of Education may direct.

Have charge
of manual
training
instruction
in white
schools.

SUPERVISING PRINCIPALS.

6. Each supervising principal shall be relieved as far as practicable of purely clerical duties and shall, under the direction of the superintendent, have supervision of instruction, organization and management of all school work in all the grades, and for these he shall be responsible, as well as for the observance and enforcement of all school rules and regulations in his division.

Shall
supervise
instruction
and
organization.

Responsible
for
enforcement
of rules.

Office hours.

He shall be in his office thirty minutes before the time of opening each morning session of the schools, and when not engaged in examining schools (under the direction of the superintendent), from 3:30 to 4 o'clock each afternoon that the schools are in session. He shall attend at the office of the superintendent for the purpose of consultation at such times as the superintendent may designate.

Shall consult with superintendent.

He shall be held responsible for all books issued to him and for the economical use of all supplies.

Shall keep correct accounts, etc.

Each supervising principal shall keep, according to forms approved by the Board of Education, correct accounts and records of all matters committed to his keeping by the superintendent; such accounts and records to be at all times open to the inspection of the members of the Board of Education, the secretary of the Board of Education and the superintendent.

Shall furnish inventories of property.

He shall see that all property belonging to the schools of the District of Columbia assigned to his division is properly listed by the various building principals who shall be responsible for its proper care, use and safekeeping. Inventories of property and unexpended supplies shall be furnished to the secretary of the Board of Education through the supervising principals at the close of each school year.

Shall see that all teachers are advised as to rules.

The supervising principal shall see that all teachers within his jurisdiction are promptly notified and duly advised as to all rules and orders pertaining to the schools, and will be held responsible for the impartial enforcement of such regulations; he shall see that all the prescribed records are neatly, regularly and correctly kept by the teachers, and that all reports and returns, required by the Board of Education, the secretary of the board or the superintendent are promptly made. He shall, under the direction of the superintendent, classify the pupils in the various grades, visit each school as often as practicable, endeavor to improve the methods of instruction, make such reports as may be required of him, and shall in every way possible, cooperate with the superintendent.

Shall classify pupils and visit schools.

Shall endeavor to improve methods of instruction.

Shall notify attendance officer of absentees.

7. The supervising principals of the several divisions shall notify the attendance officer every Saturday, in writing, regarding all unexcused absentees.

DIRECTOR OF PRIMARY INSTRUCTION.

8. The director of primary instruction shall

have the same relation to the work and the teachers of the first four grades as that which the director of intermediate instruction sustains to the last four grades. He shall work to give larger unity and general effectiveness to the school work in all its phases, such results to be secured by grade meetings of teachers, through visits and study of conditions and needs and by consultation with the supervising principals individually and in a body in their meetings.

Shall unify work of first four grades.

Shall have meetings of teachers.

DIRECTORS OF SPECIAL STUDIES.

9. Directors and assistant directors of special studies shall, under the direction of the superintendent of schools, have charge of the standardizing and general supervision of the instruction in their respective departments.

Shall have supervision of work in their departments.

HEADS OF DEPARTMENTS.

10. (1) Heads of departments shall be responsible to the superintendent of schools and to the respective assistant superintendents and shall perform all such duties as may be imposed upon them by the superintendent.

Responsible to superintendent.

(2) Under the direction of the superintendent of schools, and in the case of the colored schools under the sole charge of the colored assistant superintendent, the head of departments shall have duties as follows:

I. There shall be at least two conferences each half year, of all heads of departments with the principals of high and manual training schools.

Shall confer with principals.

II. Following such conference, heads of departments shall hold at least two conferences with the teachers of their departments each half year, and such individual conferences with the teachers of their departments as the case may require.

Shall meet teachers.

III. Heads of departments shall visit the classes of each teacher in their respective departments at least once each half year, and report upon the instruction thereof in writing, to the superintendent, filing a duplicate copy of each report with the principal of the respective high school.

Shall visit classes and report upon instruction.

IV. Each head of department shall prepare as often as practicable, a suitable test for classes in his department, submitting a draft of such test to the superintendent. The heads of departments shall also file with the Superintendent the results of the test.

Prepare tests.

Make suggestions in writing.

V. All important suggestions shall be reduced to writing; and issued in duplicate to each principal, one for his use and one for the use of the teacher.

VI. Heads of departments shall perform such other services in connection with the work of their departments, as the superintendent of schools or the respective assistant superintendents may require.

SUPERINTENDENT OF JANITORS.

Supervise work of janitors.

Keep efficiency record.

Inspect heating and ventilating apparatus.

Report needed repairs.

11. The superintendent of janitors, under the direction of the superintendent, shall supervise the work of all janitors, instruct them in their duties, and keep a written efficiency record on file in the office of the secretary of the Board of Education, reporting every year on forms prescribed by the board. He shall inspect the heating and ventilating apparatus in each building; and after conference with the principals, report any needed repairs to the buildings or school equipment to the secretary of the Board of Education.

ATTENDANCE OFFICERS.

Duties required by compulsory law.

Report to superintendent.

12. The attendance officer shall, under the direction of the superintendent of schools and with the approval of the Committee on Playgrounds, perform such duties as are required by the compulsory attendance law, and by the rules of the Board of Education.

The attendance officers shall report directly to the superintendent of schools.

PRINCIPALS.

Care for property, maintain cleanliness and supervise janitors.

Supervise school during recesses.

Jointly responsible with janitor for safety and care of building.

Care for class of absent teacher.

13. Each principal and teacher shall see to the safe keeping of all school property under his care. He shall see that cleanliness is maintained in the school building and to this end shall make frequent inspections. Careful supervision of janitors by principals is expected.

14. The building principal shall supervise the school during recesses, appointing such teachers to assist as he deems expedient. The principal and janitor of each building are jointly and severally responsible for the care and safety of the building.

15. It shall be the duty of the principal of each building promptly to place the class of an absent teacher under a monitor, and in case of a graded school to notify the supervising principal by telephone or otherwise and to see that all rules rela-

tive to pupils, teachers and to janitors are enforced.

Enforce rules.

The principal of a building has authority over all teachers, pupils and janitors and their assistants in that building.

Principal has authority within his building.

16. Each principal of a graded school shall promptly report in writing to his supervising principal whenever he becomes aware of any damage to school property, or of any repairs needed or any other matter which should be brought to the attention of the higher school authorities. The principals of normal, high and manual training schools shall make such report to the secretary of the Board of Education.

Report damage.

In emergencies when the school is not in session, such reports may be made by the janitor, direct to the secretary of the Board of Education.

Janitor may report in emergencies.

17. Bi-weekly fire drills shall take place in all school buildings from September to November inclusive, of each year, and monthly thereafter.

Bi-weekly fire drills.

Such drills should not be given on inclement days.

No drills on inclement days.

18. No one shall be permitted to have a key to a school building except the principal of the building, the supervising principal, the superintendent of janitors and the janitor, including the janitor's assistant, by special permission of the supervising principal.

Who shall have keys.

The issue of keys to the Franklin Building shall be determined by the secretary of the Board of Education. Keys of all schoolrooms shall be kept in a key board under the control of the principal and the janitor.

Care of keys.

APPOINTMENTS OF OFFICERS AND TEACHERS.

19. No person shall be appointed as teacher, head of department, principal or supervising principal in the graded schools, high schools, manual training schools or normal schools, and no director, assistant director or teacher of special studies shall be appointed until the following requirements are complied with:

(a) No person shall be appointed teacher of any elementary class who is not a graduate of a Washington normal school or other approved normal school, or who shall not have received from the board of examiners the certificate required for the grade of the school to which appointed, and no such certificate shall be issued to any candidate who shall not have reached the "passing mark" of at least

Candidates examined.

Exceptions.

Passing mark. 70 per cent, in his competitive examination: Provided, however, that in case a vacancy exists for which a qualified teacher cannot be obtained under this rule, such vacancy may be otherwise filled for a period not to exceed one month, until a properly qualified teacher is available, and no longer.

College degree required. (b) No person without a degree from an accredited college, or a graduation certificate from an accredited normal school, such normal school graduate to have had at least five years' of experience as a teacher in a high school, shall hereafter be appointed to teach any academic or scientific subjects in the normal, high or manual training schools: Provided, that no such teacher in the normal, high and manual training schools, or teacher of special studies shall be appointed until he shall have passed an examination prescribed by the boards of examiners hereinafter provided for.

Assignment of normal graduates. Graduates of the Washington normal schools shall be assigned to duty as teachers in the order of their standing and excellence as shown by the certificates of the principals of the respective schools.

Appointments to conform to law. Said appointments herein referred to must be made in conformity with the provisions of the Act of Congress, approved June 20, 1906.

Appointment for one year. 20. All appointments of officers, teachers and employees hereafter made shall in the first instance be for a period not to exceed one year, at the expiration of which time, if satisfactory, they may be continued during good behavior unless otherwise ordered by the Board of Education. Any officer, teacher or employee may at any time be assigned or transferred by the Board of Education to any school, group or grade, or may be dismissed at any time by the board upon the written recommendation of the superintendent in manner as provided in Act approved June 20, 1906.

Continued during good behavior.

Employees may be assigned, transferred or dismissed.

EXAMINATIONS FOR 'TEACHERS' POSITIONS.

Shall hold examinations. 21. The respective boards of examiners shall prescribe and hold such examinations of applicants for positions as teachers, principals and officers as may be necessary to carry out the requirements of the law and the rules of the Board of Education. They shall originate and issue all such circulars of information and other printed or written matter concerning examinations as may be deemed

Issue all circulars and teachers' licenses.

necessary and shall issue teachers' licenses in manner and form to be prescribed by the Board of Education. Copies of all circulars and other printed matter issued by them shall be duly filed for record.

They shall keep a permanent record of the standing of each candidate in each subject, including the oral examination. This record shall be open to inspection by the members of the Board of Education.

Shall keep permanent record.

They shall report to the Board of Education through the superintendent of schools, at the meeting next following the completion of any examination, the names of the successful candidates arranged in order of rank, with a statement showing the total mark of each candidate.

Shall report results.

The names of such persons shall constitute an eligible list from which appointments shall be made in the order of their rank as vacancies occur in the position for which the candidates have respectively qualified. Any name placed upon the eligible list shall remain thereon without further examination for the period of two years. The board of examiners shall transcribe the names of persons on the eligible list into a book which shall be open to inspection by the members of the Board of Education.

Eligible list.

They shall also furnish to any candidate who may make application in writing, his marks in each of the subjects in which he was examined, including the oral examination.

Furnish marks to candidate on application.

The board of examiners shall have control over and jurisdiction in all matters pertaining to all of the examinations herein provided.

22. Each teacher is required to be in the school building at least fifteen minutes before the time for the opening of school, and at the time to record in the principal's office the hour of arrival. The principal of the building shall report monthly in writing to the supervising principal, and in the case of the normal, high and manual training schools, to the assistant superintendent, a record of all his teachers, including special teachers, for absence and tardiness. Buildings shall be open for the admission of pupils fifteen minutes before the time for the opening of school.

Teacher must be in building 15 minutes before opening school.

Principal reports absence and tardiness of teachers.

Buildings open 15 minutes before school.

23. A teacher must not be absent from school at any time during the school year, except in case of sickness, the presence of contagious disease in the home, or other pressing emergency, notice of which shall be forthwith communicated to the next higher authority. The superintendent may give a written permission to a teacher to be ab-

Absence of teacher.

Two school days allowed to visit schools.

Teacher must report observations in writing.

Shall attend meetings.

Absence to be reported in writing.

Shall keep record.

Temperatures of school room recorded.

sent for the purpose of visiting other schools, not exceeding two school days in any one year, without deduction of compensation. This time may be extended at the discretion of the superintendent, provided the visiting teacher pays a substitute for the time he is absent, over two days. Teachers shall report such visits in writing to the supervising principal, to the principal of the normal school, high or manual training school, or director as the case may be, who will forward the same to the Superintendent.

24. Each teacher shall attend all meetings to which he is called by his superior officers. In case of failure to do so, the absenting teacher shall furnish to the official who called the meeting, a statement, in writing, of the reason for such absence. When possible, the notice of the proposed absence shall be prior to the meeting.

25. Each teacher shall keep a record book of attendance, complete the entries in it each day before leaving the schoolroom, and make such reports as may be required. Each teacher shall keep a record of the proficiency of the pupils in studies, making such entries as may be necessary. Immediately after the annual closing of the schools he shall deposit his record book in the office of his supervising principal, taking care to make and to retain a list of the names of all pupils on the rolls at the close of the school year.

26. Each teacher shall be especially careful as to the ventilation and temperature of his schoolroom, shall see that the windows are opened for the free admission of air at recesses, and shall be careful that the temperature of the room when occupied by pupils shall not fall below 64 nor rise above 70 degrees Fahrenheit. The teacher shall keep a record of the temperature of the schoolroom and place the same on the blackboard at 9 o'clock and 11 o'clock A. M., and at 2 o'clock P. M., of each school day, and the principal of the building may dismiss a class whenever the temperature has remained below 64 degrees until ten o'clock in the morning. The report of such dismissal shall be sent immediately, in writing, to the supervising principal, or in the case of a normal, high or manual training school, to the assistant superintendent, who shall promptly investigate the cause of such failure of the heating system. After the dismissal of a class for this cause, the teacher may be assigned to other duties as the supervising principal or the assistant superintendent may see fit.

27. A teacher shall not give private or extra instruction to any pupil or pupils of the public schools for money or anything of value other than his regular official compensation without the written request of the superintendent first had and obtained, which consent shall not be given except upon the written request of the parent or guardian. Such instruction shall not be given during school hours. Permission shall not be given to teachers to give private instruction for money or gain to pupils in their own classes. The foregoing prohibition shall not apply during vacation.

Shall not give private instruction.

28. When a pupil has been absent from school four consecutive half days in any month, the teacher must at once notify the parent or guardian of the pupil's absence.

Parent must be notified of pupil's absence.

29. The opening exercises shall include reading by the teacher, without note or comment, of a portion of the Bible, repeating the Lord's Prayer, and appropriate singing by the pupils.

Bible reading and Lord's Prayer.

30. The avoidance of corporal punishment, as far as may be with a due regard to obedience on the part of pupils, is enjoined on all teachers. Each case of corporal punishment with the reason therefor, shall be reported promptly by the teacher in charge of the school and forwarded, through the principal and supervising principal, to the superintendent.

Corporal punishment to be avoided.

31. Each teacher having in her room a set of adjustable seats and desks, shall at the beginning of each half year, measure the pupils with the measuring rod provided with each set of furniture and see to it that the seat and desk are adjusted to fit the child at all times.

Furniture to be adjusted pupils.

32. No pupils shall be sent on errands outside of school buildings, except by the supervising or building principals and then only on urgent school business.

Pupils not be sent on errands.

33. No teacher or other person shall be allowed to present in the public schools, any prize, premium or gift to any pupil, except such as are permitted by order of the Board of Education, nor shall any educational employee receive any gift from any pupil or pupils or their parents, or one purchased by the contribution of the pupils as such.

Gifts to pupils or teachers forbidden.

34. Subscriptions for papers, books, publications and other articles and canvass for the sale of any article within a school building shall not be permitted at any time, except that agents for regular school textbooks and periodicals may visit the offices of normal, high and manual training

Soliciting subscriptions.

schools and supervising principals. Pupils when authorized by their principals, may solicit subscriptions for their own school periodicals and for their athletic association.

No other subscriptions or contributions by pupils shall be permitted except by consent of the Board of Education.

Concerts,
entertain-
ments, etc.,
only by
permission
of the board.

35. The pupils of the schools shall not as organized bodies be permitted to engage in any concert or public entertainment without permission of the Board of Education.

No pupil may be solicited in any manner for subscriptions or contributions for any purpose except for regularly organized or authorized public literary and athletic clubs, without the permission of the Board of Education.

Application to pupils of the public schools or to their parents through them, through the issuance of circulars, tickets, and subscription lists, or in any other manner, for contributions or other aid toward any purpose whatever, is prohibited. The giving of concerts, fairs, lunches, or other entertainments for money in any school building is prohibited, except by permission of the Board of Education. No mail shall be delivered to pupils at school buildings, except in connection with authorized publications and athletics.

Home work.

36. Assignment of lessons for home study may be made as follows:

3rd grade, 15 minutes daily.

4th grade, 30 minutes daily.

5th grade, 45 minutes daily.

6th grade, 60 minutes daily.

7th grade, 75 minutes daily.

8th grade, 90 minutes daily.

Teachers must not assign home work which will require more time of an average pupil than is above stated. All assignments of home work must be definite and of such character that the pupil can do the work without assistance. Neither arithmetic, penmanship nor map drawing shall be assigned for study at home.

Deficient
pupils may
make up work.

37. In grades seven and higher, pupils who are deficient in half a year's work may, at the option of their class teachers and supervising principal, for good cause, be allowed to take an examination to make up back work, half yearly.

Employees
shall not
engage in
other business.

38. No employee of the Board of Education shall perform services for pecuniary or other considerations, except during vacations, in any business, trade or occupation, without having first obtained the written consent of the superintendent.

39. Teachers shall be rated annually by their respective supervising principals, normal, high or manual training school principals, or directors in case of special teachers, subject to the approval of the superintendent of schools, who shall have power to revise ratings, as a result of personal investigation.

Annual
rating of
teachers.

SALARIES.

40. The salaries of officers, clerks, engineers and janitors, except as hereinafter provided, shall be paid in twelve monthly installments.

The salaries of all teachers and clerks and librarians in the high and manual training schools, duly elected, whose services commence with the opening day of school and who shall perform their duties, shall begin on the first day of September and shall be paid in ten monthly installments, the first payment to be made on the first day of October, or as near that date as practicable, and the payment for the month of June to be made upon the completion of the school term in June. The salaries of other teachers shall begin when they enter upon their duties.

Teachers paid
in ten
installments.

Salaries begin
Sept 1.

Each and every month shall be held to consist of thirty days, without regard to the actual number of days in any calendar month, thus excluding the thirty-first of any calendar month from the computation and treating February as if it actually had thirty days. Any person entering the service of the schools during a thirty-one day month and serving until the end thereof shall be entitled to pay for that month from the date of entry to the thirtieth day of said month, both days inclusive; and any person entering said service during the month of February and serving until the end thereof shall be entitled to one month's pay, less as many thirtieths thereof as there were days elapsed prior to date of entry: Provided, that for one day's unauthorized absence on the thirty-first day of any calendar month, one day's pay shall be forfeited.

Thirty days
in each month.

SUBSTITUTES.

41. In case of the temporary absence of any teacher, the supervising principal, or the principal of a normal, high or manual training school; should the absence occur in either of these schools, or, the director of special studies in the case of the absence of teachers under his immediate supervision, shall promptly provide a substitute, who shall be selected from an eligible list to be recommended by the superintendent of pub-

Substitutes
to be selected
from eligible
list.

lic schools and approved by the Board of Education. In the absence of such list, the most available person shall be selected.

The employment of every substitute teacher shall be subject to the conditions prescribed in Rule 42 respecting temporary absence.

42. (a) An employee on the ten installment roll, shall pay the substitute either in the presence of his supervising officer, or by check through the supervising officer, at the following rates:

Where the absence is not more than thirty consecutive school days in any one year, the rate for each day of actual substitute service shall be one-fiftieth of a month's salary, as follows:

| | | | | |
|------------------------------------|--------------|--------|--------------|--------|
| Rate of pay for substitutes. | \$2,500..... | \$5.00 | \$1,070..... | \$2.14 |
| | 2,400..... | 4.80 | 1,040..... | 2.08 |
| | 2,300..... | 4.60 | 1,030..... | 2.06 |
| | 2,200..... | 4.40 | 1,010..... | 2.02 |
| | 2,100..... | 4.20 | 1,000..... | 2.00 |
| | 2,050..... | 4.10 | 990..... | 1.98 |
| | 2,000..... | 4.00 | 980..... | 1.96 |
| | 1,950..... | 3.90 | 950..... | 1.90 |
| | 1,900..... | 3.80 | 920..... | 1.84 |
| | 1,850..... | 3.70 | 900..... | 1.80 |
| | 1,800..... | 3.60 | 890..... | 1.78 |
| | 1,750..... | 3.50 | 875..... | 1.75 |
| | 1,700..... | 3.40 | 860..... | 1.72 |
| | 1,650..... | 3.30 | 850..... | 1.70 |
| | 1,600..... | 3.20 | 830..... | 1.66 |
| | 1,550..... | 3.10 | 825..... | 1.65 |
| | 1,500..... | 3.00 | 800..... | 1.60 |
| | 1,450..... | 2.90 | 775..... | 1.55 |
| | 1,400..... | 2.80 | 750..... | 1.50 |
| | 1,350..... | 2.70 | 725..... | 1.45 |
| | 1,310..... | 2.62 | 700..... | 1.40 |
| | 1,300..... | 2.60 | 675..... | 1.35 |
| | 1,270..... | 2.54 | 650..... | 1.30 |
| | 1,230..... | 2.46 | 625..... | 1.25 |
| | 1,200..... | 2.40 | 600..... | 1.20 |
| | 1,190..... | 2.38 | 575..... | 1.15 |
| | 1,150..... | 2.30 | 550..... | 1.10 |
| | 1,110..... | 2.22 | 525..... | 1.05 |
| | 1,100..... | 2.20 | 500..... | 1.00 |

Teacher
dropped from
rolls after 60
days absence.

Where the temporary absence of any teacher exceeds thirty consecutive school days in any year the entire salary of the teacher so temporarily absent for every school day for which substitute service is rendered shall be paid by him, either in the presence of his supervising officer, or by check through the supervising officer, to the substitute; Provided, That should the absence extend over a period of sixty consecutive school days the name of the teacher so temporarily absent shall be automatically dropped from the rolls and the superintendent of schools shall appoint a teacher to the position, subject to the approval, ratification and confirmation of the Board of Education, temporarily and until the regular teacher is in a condition to resume his work, at

which time the appointment of the temporary teacher shall automatically end, and the name of the regular teacher be restored to the rolls, without loss of longevity pay in accordance with the provisions of the Act approved June 20, 1906, unless otherwise ordered by the Board of Education: Provided, further, that any person so appointed as temporary teacher shall be duly qualified as approved in the Act entitled "An Act to Fix and Regulate the Salaries of Teachers, School Officers and Other Employees of the Board of Education of the District of Columbia," approved June 20th, 1906.

Teacher restored to rolls on recovery.

In case of the absence of the principal of any graded school, the supervising principal shall designate one of the teachers in the building as acting principal and the principal shall pay to the said acting principal one-half of the allowance for session rooms as provided in the Act entitled "An Act to Fix and Regulate the Salaries of Teachers, School Officers and Other Employees of the Board of Education of the District of Columbia," approved June 20, 1906, during the period of the principal's absence.

Pay of substitutes for principals.

The supervising officers shall, on the last day of each school month, on forms to be furnished, report all absences to the secretary of the Board of Education.

(b) In case of the death of a teacher during absence and while a substitute is employed in accordance with the provisions of the rule, the amount due the said substitute shall be paid to said substitute by the estate of the deceased teacher, and before the pay roll for the amount due the estate for the services of the teacher is certified to the Auditor for the District of Columbia, the estate shall present a receipt from the said substitute for the sum paid her for her services as such substitute.

In case of death of teacher.

LEAVES OF ABSENCE.

43. (a) The annual leaves of employees who are paid in twelve instalments shall be arranged as follows:

How annual leaves are granted.

Of the superintendent of public schools and the secretary of the board, by the Board of Education.

Of the assistant superintendents, director of intermediate instruction, supervisor of manual training, supervising principals, attendance officers, superintendent of janitors, custodian and assistant custodian of free textbooks and supplies, and all librarians and clerks other than

those in the office of the secretary of the board, by the superintendent of schools.

Of clerks in the office of the secretary of the Board of Education, by the secretary of the board.

Of the janitors, by the superintendent of janitors.

All are subject to the approval of the president of the Board of Education, unless otherwise specified.

Applications for leave shall be made in writing to the proper officer, and after approval, shall be filed in the office of the secretary of the board.

Special leaves
granted by
supt. or
board.

(b) Except as hereinotherwise provided, leaves of absence may be granted to officers and teachers by the Board of Education or the superintendent of schools, in writing, on account of illness or for educational advantages. When granted by the superintendent of schools, such leaves of absence shall be reported by him at the next meeting of the Board of Education: *Provided*, That unless otherwise ordered by the Board of Education, a teacher at the expiration of his leave of absence shall be appointed to the first vacancy in any grade for which he may be qualified; but no leave of absence shall be granted to a teacher who seeks such leave to engage in another occupation for pay or for other than purely educational profit: *Provided*, further, That should the leave of absence extend to the end of the school year during which it was granted, the teacher, when reinstated, if to the same class held before taking leave of absence, shall be entitled to the longevity pay provided for in the Act approved June 20, 1906, as if he had been in the service of the schools during the preceding year, unless otherwise ordered by the Board of Education.

On return
from leave
teacher takes
first vacancy.

Work must be
completed
before leave
is granted.

No leave of absence shall be allowed to any employee of the Board of Education until he has furnished all reports, requisitions and other information that may be required by these rules, by a superior officer or by the Board of Education and has satisfactorily performed such duties as in the judgment of the board or the superintendent, as the case may be, are necessary to the proper conduct of the schools.

Employees
shall report
for duty when
required.

All officers, teachers and other employees shall report for duty at such time prior to the opening day of the schools in September, as may be required by the president of the board or the superintendent of schools.

JANITORS.

44. All appointments of janitors and caretakers shall be made by the Board of Education upon the written recommendation of the Committee on Sites, Buildings, Repairs, Janitors and Sanitation.

All janitors and caretakers shall be appointed on probation for a period not exceeding six months.

Substitutes may be employed by the janitors and caretakers with consent of the superintendent of janitors for not exceeding ten consecutive days.

45. Each janitor shall be subject to the orders of the principal of his building. He shall be responsible for all damage done through his neglect or carelessness. He shall make and regulate the fires; notify the principal in season when fuel is needed, take proper care of the heating apparatus; sweep, dust and wash the rooms, halls and windows; keep the water closets and outhouses clean and in good order at all times; keep the playgrounds and grass plots in a cleanly condition; guard the building, furniture, fences and grounds; see that the window blinds, doors and gates are securely fastened when the school is not in session; receipt for all materials delivered and keep a faithful record of same. He shall promptly make such repairs as he is able to make and report to the principal all other repairs needed, and do such other work as properly belongs to the janitor, such as washing ink wells, cleaning blackboards and erasers, providing water for the use of the teachers and pupils, assist in maintaining order and going on official errands for the principal when the heating apparatus is not in use. The janitor of a steam or furnace heated building shall not be absent under any circumstances during school hours when the heating apparatus is in use.

In the case of the temporary absence of any janitor or caretaker for any cause, except in the performance of his official duties, the entire daily salary of each janitor or caretaker so temporarily absenting himself shall be paid by him in the presence of his supervising officer to the substitute, selected to perform the duties of the said absent janitor or caretaker for such time as he may be required to perform such service: *Provided*, That should the absence extend over a period of thirty consecutive days in any year the name of the janitor or caretaker so temporarily absent shall be automatically dropped from the

Appointed on recommendation of committee.

On probation for six months.

Substitute janitors.

Subject to principals.

Duties.

Repairs to be made.

Shall not be absent when heating apparatus is in use.

Entire salary and paid to substitute.

Dropped from rolls after 30 days absence.

Restored to rolls on recovery from illness.

rolls and the superintendent of public schools shall appoint a janitor or caretaker to the position, subject to the approval, ratification and confirmation of the Board of Education, temporarily and until the regular janitor or caretaker is in a condition to resume his work, at which time the appointment of the temporary janitor or caretaker will automatically end and the name of the regular janitor or caretaker be restored to the rolls, unless otherwise ordered by the Board of Education: *Provided*, further, That all absences of any janitor or caretaker shall be reported on the last day of each school month, on forms to be furnished to the secretary of the Board of Education by the supervising officers.

NORMAL SCHOOLS.

Two years' course.

46. The course of study in the Washington normal schools shall be mainly professional and shall extend over a period of not less than two years.

Required to sign pledge of service as teacher for two years.

47. Each candidate before being admitted to the school shall be required to sign the following pledge:

"I, the subscriber, desire to enter the normal school for the purpose of preparing myself for teaching, and I declare it to be my intention to continue in said school until I have completed the prescribed course of study and then to devote myself to the work of teaching in the public schools for the term of two years."

Educational qualifications.

48. No person shall be eligible for examination for admission to either of the normal schools who has not completed the full four years' course of study in the Washington high schools, in a high school of equal grade therewith, or the full equivalent thereof, to be determined by examination by the superintendent.

Diploma equivalent to lowest teacher's certificate.

49. Each graduate of a Washington normal school shall be awarded, by the Board of Education, upon the written recommendation of the principal of the school, approved by the superintendent, a diploma which shall be equivalent to the lowest teacher's certificate in the District of Columbia. Appointments as teachers shall be made in order of rank, from an eligible list, made by the faculties of the respective normal schools with the approval of the superintendent. Credits may be given for successful experience after graduation. Successful experience as substitute may be counted.

Appointed in order of rank.

PUPILS.

50. Separate schools for white children and for colored children shall be provided.

Separate
schools.

51. So far as practicable, not more than forty pupils shall be assigned to one teacher.

ADMISSIONS.

52. All children above the age of six years, whose parents are residents of the District of Columbia, or are engaged in business or public duties in said District, or who own property in and pay taxes levied by the Government of the District of Columbia, are entitled to admission into the schools, within the division in which they reside, for which, on examination, they may be found qualified; and all non-resident pupils whose parents are not engaged in business or public duties in said District, or who do not own property in and pay taxes levied by the Government of the District of Columbia, may be admitted to such school buildings as may be determined by the school authorities, and taught in said public schools on payment of such amount as will cover the expense of their tuition and cost of textbooks and supplies necessary for their use, said amount to be fixed by the Board of Education, with the approval of the Commissioners of said District, and all payments thereunder shall be made to the Collector of Taxes for the District of Columbia, not later than the tenth day of each school month, and a failure to make full payment of the tuition fee, in advance, within said ten days, excepting Sundays and legal holidays, shall constitute sufficient cause for the immediate dismissal of the pupil; unless, within said ten days, the parent or lawful guardian shall file in the office of the Board of Education, a statement with an attached affidavit proving his claim to the exemption from tuition charges; and provided further that the entire amount due for one school year may be paid in at one time, if the parent or guardian so desires.

Who are
entitled to
admission.

Tuition
charges.

Every parent, guardian or other person residing in the District of Columbia, having charge and control of a child between the ages of eight and fourteen years shall cause such child to be regularly instructed in the elementary branches of knowledge, including reading, writing, English grammar, geography, and arithmetic, and pursuant to this end every such parent, guardian or other person aforesaid shall cause any child under the charge and control of such person, to

Children
between 8 and
14 required to
attend.

attend some public, private or parochial school during the period of each year the public schools in the District of Columbia are in session, on the customary days and during the customary hours of the school term: *Provided*, That no child shall be credited with attendance upon a private or parochial school unless the attendance officer receives a certificate of attendance signed by the person in charge of such school: *Provided*, further, That a child between the ages aforesaid may be excused from school attendance or instruction upon presentation of satisfactory evidence to the superintendent of schools that such child is being or has been within said year instructed a like period of time in the branches taught in the public schools, or that such child has acquired these branches of learning, or that the physical or mental condition of such child is such as to render such attendance or instruction inexpedient or impracticable.

Vaccination

No pupil shall be admitted to any school or class who has not been duly vaccinated or otherwise protected against smallpox, nor shall any child be admitted while suffering from, or who is liable to spread any contagious disease. A certificate from the Health Officer of the District of Columbia, issued to the principal of the school building, may in any case be required of the parents or guardians of the pupil, certifying that such pupil has been successfully vaccinated or is otherwise protected from smallpox or any other contagious disease; provided, that after vaccination in the regular method approved by the Health Officer the pupil may attend school for ten days, and upon the expiration of said ten days such pupil shall furnish a certificate from a physician or the Health Officer that said vaccination has been successful or that the pupil has been revaccinated. In case of such revaccination the pupil may again attend for a period of ten days thereafter, when the further certificate provided for shall be presented; provided, further, that when the Health Officer shall be satisfied from successful vaccination or otherwise that a pupil is immune from smallpox or other contagious disease and shall so certify, the pupil may be admitted.

Application for admission.

53. Application for admission shall be made to the principals of the respective buildings, and in high schools, to the assistant superintendents.

Order of admission.

54. At the commencement of each school half year, the order of admission of pupils shall be as follows:

(a) The pupils who were such at the close of the preceding half year: *Provided*, That they return on the first school day of each term.

(b) Pupils transferred in due form from other school buildings who must first have been entered on the rolls of the other schools.

(c) Applicants in the order of presenting themselves.

PROMOTIONS.

55. Promotions of pupils to higher grades shall be of two classes—regular and special.

Promotions.

Regular promotions shall be made at the close of each school half year; all other promotions shall be special.

(a) In kindergarten and in primary grades all pupils on the school roll after April 30th and October 30th may be regularly promoted by the teacher, subject to the approval of the supervising principal in charge.

Special promotions may be made by the teacher with the consent of his supervisor.

(b) In the intermediate grades regular promotions shall include those pupils only who are on the school rolls at the close of the half year, and shall be made by the teacher, subject to the approval of the supervising principal in charge. In the 5th, 6th and 7th grades a pupil may be specially promoted by the supervising principal in charge, with the consent of the teacher, if satisfactory reasons are given for such action. No pupil in grades below the 8th shall be promoted, without the consent of the teacher, unless he shall pass satisfactorily an examination given him by his supervising principal. Pupils not regularly promoted from the 8th grade to the high school, shall be specially promoted thereto provided they meet satisfactory requirements governing the entrance of pupils from schools other than the District of Columbia grade schools.

(c) Promotions in a high, normal or manual training school shall be under the direction and control of the principal thereof.

(d) In case a pupil shows extraordinary ability, his promotion may be authorized by the superintendent of schools without regard to the above requirements.

In all other cases promotions shall be made under the rules.

The reports of the attendance, conduct and scholarship of the pupils of the public schools shall be prepared by the teachers upon forms furnished by the superintendent of schools. These reports shall be issued six times in the year, and shall be returned to the schools with the signature of a parent or guardian.

HOW MEMBERSHIP OF PUPILS MAY TERMINATE.

- | | |
|---|--|
| Withdrawals. | 56. (a) A pupil may be withdrawn from school on notice from a parent or guardian, the notice being given to the principal of the building. |
| Suspensions | (b) A pupil may be suspended, subject to the provisions of the Compulsory Education Act, by the principal of a normal school, high school or manual training school, or in case of a graded school, by the order of a supervising principal on the recommendation of a building principal and teacher. Such suspension shall be immediately reported in writing to the superintendent of schools. |
| Dismissals. | (c) A pupil may be dismissed by the superintendent of schools or by a vote of the Board of Education. Such dismissed pupil shall have the right of appeal to the Board of Education when dismissed by the superintendent. Each case of suspension or dismissal shall be immediately reported to the parent or guardian. |
| Transfers. | (d) A pupil may be transferred by the supervising principal within a division, and between divisions by agreement of the two supervising principals, whose divisions are involved, but in the case of a change of residence, transfer shall be made without the consent of either officers or principals. Transfers of pupils between high schools shall be made under the direction of the assistant superintendents. |
| Transfers from one division to another. | No pupil shall be transferred from one graded school to another without a transfer ticket issued by the supervising principal on a recommendation of the building principal and teacher. |
| Non-payment of tuition charges. | (e) A non-resident pupil subject to tuition charges, may on ten days' notice, be suspended from school upon the failure of his parent or guardian to pay tuition charges, when so certified by the secretary of the board to the superintendent of schools. |
| Ungraded schools. | (f) A pupil who is an habitual truant, who is willfully and habitually absent from school, or who cannot be controlled by the regular school discipline while in attendance upon school, shall be committed to a special or ungraded school for |

instruction, and such pupil shall be restricted to such school for instruction until satisfactory evidence of improvement is furnished by the teacher in charge, whereupon such pupil may be restored to a graded school in the district in which he resides.

The following offenses, severally, furnish sufficient cause for the transfer of pupils to ungraded classes or for suspension or dismissal in cases to which the Compulsory Education Law does not apply:

Causes for
suspension or
dismissal.

Immoral conduct, indecent language, violent or pointed opposition to authority, persistent disobedience or disorder, habitual tardiness, unauthorized absence, and uncleanly condition of person or clothing.

ABSENCE.

57. Unauthorized absence is that for which the excuse of personal sickness, or contagious disease in the home cannot be given, or when there is no written authority for absence emanating from the superintendent of schools: *Provided*, That such notification from the superintendent must reach the teacher before the expiration of the third session day or the sixth half session day: *Provided*, further, That in any case of unauthorized absence for three day sessions or six half-day sessions, within any period of five months, a written notice shall immediately be sent to the attendance officer by the teacher in charge of the school or class, and that such attendance officer shall send a written notice to the parent, guardian or other person having charge of said child informing him that the attendance of the child is required at school within a period of three days: *Provided*, further, That if the said child is not excused as provided for in Section 1 of the Compulsory Law, approved June 8th, 1906, prosecution shall be begun against the parent, guardian or other person in control of the child as provided for in Section 2 of said Act.

Unauthorized
absence.

No pupil who has been absent or who appears after the opening of school shall be admitted without a satisfactory excuse from the parent or guardian for the absence, or tardiness, or without satisfactory explanation of the remissness. Sickness and imperative business are alone to be regarded as satisfactory causes of absence. No pupil shall be allowed to be absent from school during the regular session to take music, drawing, dancing, or other lessons, without the written per-

Excuses for
absence.

mission of the superintendent, and no pupil shall be allowed to depart before the appointed hour of leaving school, except in case of sickness or some other pressing emergency, and the teacher in every case shall be the judge of the sufficiency of the cause. The teacher may require excuses to be made in writing, and all notes of excuse shall be preserved until the close of the school year.

Excused on
holy days.

58. At the request of a parent or guardian, teachers shall excuse a pupil from attendance at school on school days observed as holy days by the denomination to which the parent or guardian belongs. All absence from school on school days must be duly recorded in the record books and reported.

CONDUCT OF PUPILS.

Good order
and
cleanliness.

59. Good order and propriety of deportment, and cleanliness in person and attire are expected from each pupil. The pupil is required to keep all books clean and sound to the standard of ordinary wear, to arrange neatly the contents of his desk, to enter and leave the schoolroom in a respectful manner and without unnecessary noise, and to depart quickly from the neighborhood of the school immediately on being dismissed, except on permission of building principal. The jurisdiction of the teacher shall extend to the pupil in coming to and going from school.

Prohibited
from injuring
school
property.

Shall not use
tobacco or
profane
language.

Damage must
be repaired.

60. No pupil shall mark, cut, scratch, chalk, or otherwise disfigure or injure any portion of a school building or anything connected therewith. He shall not use tobacco in any form at or going to or from school, use any profane language or indecent language, throw stones or other missiles, annoy or maltreat others, nor do anything that may disturb the school or its neighborhood. Any pupil materially injuring or destroying any school supply shall replace or pay for the same. Any damage done to a school building or any of its equipments must be repaired at the expense of the offender. The money received in fines for injuries to property shall be payable by the parent of the child to the Collector of Taxes of the District of Columbia.

No secret
organizations.

61. There shall be no organization of any society or association among pupils as such, except that musical, literary and athletic societies or clubs of open membership whose boards of governors shall be composed of equal members of teachers and pupils, and senior class organizations in high schools, may be permitted on the written order of the superintendent of schools,

the same to be reported to the Board of Education.

SCHOOL YEAR AND SESSIONS.

62. The school year shall commence on the first day of July of each year, and shall end on the last day of the following June. The schools shall be in session on all week days of the school year, except the following:

Length of school year.

Every Saturday.

Not school days.

From the Thursday falling between the 18th and 24th of June inclusive, until the Friday before the Monday falling between the 17th and 23rd of the following September, inclusive.

Thanksgiving Day and the day following.

From the day before Christmas Day until New Year's Day, both inclusive, and when the second day of January is observed as New Year's Day, it shall be included; and when New Year's Day falls on Thursday, the following Friday shall be included.

Washington's Birthday and Memorial Day, and when either or both fall on Thursday, the Friday following shall be included.

From Good Friday until the Friday following, both inclusive.

No other holidays shall be granted except by direction of the Board of Education.

In emergencies, the schools may be closed by order of the president of the Board of Education.

President of board may close schools.

The grade schools shall be opened at 9 o'clock A. M., and shall be closed at 3 o'clock P. M. A recess of fifteen minutes shall be given at 10:30 o'clock A. M., one of seven minutes at 2 P. M., and one of sixty minutes at twelve M. On stormy days the noon recess may be dispensed with and the schools closed at 1 o'clock by permission of the supervising principal.

School hours.

In all half day grade schools the daily session shall be: For the first and second grades, not exceeding three and one half hours; and a recess of fifteen minutes shall be given in the middle of each session.

Hours for half-day schools.

MILITARY AFFAIRS.

63. The military affairs of the high and manual training schools shall be under the direction of the Committee on Military Affairs and Athletics of the Board of Education and shall be administered by the respective assistant superintendents. All regimental and staff appointments shall be made from a list of pupils who stand

Officers how selected.

highest in scholarship and deportment, and whose military service in the cadet corps has covered at least three years. The number of candidates for regimental and staff appointments shall be limited to two for every company which the high and manual training schools, except the Business High School, shall have had at the close of the previous school term. These officers shall be selected for military fitness by a committee composed of the military instructor of high schools, and such experts in the army or militia of the District of Columbia as may be designated by the Military Committee of the Board of Education. Regimental and staff officers shall be chosen irrespective of the company or battalion to which the candidates had been attached, except in case of appointment to majorities, which shall be made from the battalion which the major is to command. All nominations for company commissions shall be severally made by the principals of the respective schools in which the companies are located and under regulations governing regimental and staff appointments, except as to length of service. In all cases the nominations shall be approved by the Committee on Military Affairs and reported to the Board of Education.

Commissions.

The Committee on Military Affairs shall issue commissions to officers, which shall be signed by the president of the Board of Education, the chairman of the Committee on Military Affairs, the superintendent, assistant superintendent, the principal of the school and the military instructor.

Committee of
Appeal.

ATHLETICS.

64. The president of the board shall appoint, to serve during its pleasure, a Committee of Appeal from the Board of Faculty Advisers in respect to all matters of athletics connected with the public schools, to be composed of persons not connected with the public schools and who are not graduates of the Washington high schools. The findings of the Board of Appeals shall be final. The Board of Faculty Advisers of School Athletics shall consist of one member of the faculty from each school, to be designated by the principal of the school. The Board of Faculty Advisers shall prepare all rules for the control of athletics in the schools, and report them from time to time, in writing, to the Military Committee of the Board of Education whose ratification of the rules shall be final, and shall be entered upon the records of the Board of Education.

Faculty
Advisers shall
prepare rules.

SUSPENSIONS AND DISMISSALS OF EMPLOYEES.

65. The president of the Board of Education shall be authorized to suspend temporarily any employee of the schools, for cause, subject to report in writing to the Board of Education at its next regular or special meeting. Any person under suspension by order of the president of the Board of Education may appeal to the board at its regular or special meeting. The grounds of appeal shall be stated in writing prior to the meeting and filed with the secretary of the board.

President of board may suspend employees.

Appeal may be taken.

66. Any employee who shall be absent from duty without leave, may be suspended by the president of the board and dismissed by the board. The suspension from duty of any employee shall also involve deduction of compensation from the date of suspension, unless otherwise ordered by the board.

Employee absent without leave may be suspended,

ATTORNEY FOR THE BOARD.

67. The attorney for the board may be consulted, and shall render legal advice, or action, upon all matters relating to the administration of school affairs.

Shall advise the board.

The opinions of the attorney shall be kept on file in the office of the secretary of the board, in a book provided for the purpose, indexed with appropriate reference to the particular subject-matter considered.

When charges have been originated or preferred against a teacher or other person in the employ of the schools, and a trial or investigation is to be had thereon, the papers and data in the case shall be referred to the attorney, and he be requested to prepare the complaint in due form for trial under Section 10 of the Act approved June 20, 1906.

Shall prepare complaint when charges are made.

TRIALS.

68. These rules are adopted in explanation and furtherance of Section 10 of the Act of June 20, 1906.

"Being investigated," as mentioned in Section 10, shall refer to an investigation made by the board, or a proper committee thereof, or by some officer or other person acting under the "authority of the board or such committee."

"Being investigated" defined.

The right of attendance of counsel and friend shall be construed to exist at the first stage of the investigation or trial at which the party involved is formally accused.

Right of attendance of counsel and friend,

Procedure of trial.

Procedure of trial shall be as follows:

The charges preferred shall be put in writing, signed by the person making the complaint, and countersigned by the superintendent. Each charge shall be specifically set forth with due regard to the time, place and character thereof.

To the complaint shall be appended an order signed by the president of the board directing the party accused to appear before the board for trial or investigation, at a meeting to take place not less than five days, exclusive of Sundays, after the day of the service of copy of complaint on the person accused.

Notice to accused person.

Said complaint shall be filed with the secretary in a separate jacket properly titled. A copy of the said complaint shall be served personally on the person accused.

Time of trial.

The trial or investigation shall not take place earlier than five days, exclusive of Sundays, after the date of the service of the complaint, and notice to appear on the person accused. A person accused shall have the right to summon any person in the employ of the schools to attend the trial as a witness in his behalf by giving notice in writing to the secretary of the particular persons desired as such witnesses.

Witnesses.

The proceedings of the trial shall conform as nearly as possible to the legal practice and usage.

ORDER OF TRANSMITTAL OF OFFICIAL COMMUNICATIONS.

Regular order of communications.

69. All official communications of whatever nature from teachers or other employees of the Board of Education, except such as are elsewhere in these rules otherwise provided for, shall be sent first to the person next higher in authority for his action; and all communications to the Board of Education from any of its employees, shall be transmitted in regular order to the superintendent of schools, who shall present the same to the board, with or without his approval.

The order of transmittal shall be:

In the graded schools, from the teacher or janitor to the principal, the supervising principal, the assistant superintendent, the superintendent, the Board of Education.

In the normal, high and manual training schools, from the teacher or janitor, to the principal, the assistant superintendent, the superintendent, the Board of Education.

In the special departments, from the special teacher to the director, the assistant superintendent,

dent, the superintendent, the Board of Education.

In the office of the secretary of the board, from the clerk to the secretary and to the Board of Education.

Clerks to principals and school officers, through their immediate superiors to the assistant superintendent, the superintendent, the Board of Education.

Communications on business matters shall be sent through the regular channels to the secretary of the board.

Business
communications.

APPEALS.

70. Appeals may be taken from the decision of any principal, supervising principal or director to the assistant superintendent, the superintendent and finally to the Board of Education in the order named.

Order of
appeals.

Appeals from the superintendent of janitors and attendance officers shall be to the superintendent of public schools and to the Board of Education. Appeals from all other employees shall follow the regular order of transmittal.

Decision
stands
pending
appeal.

Pending an appeal the decision stands.

CONDUCT OF EMPLOYEES.

71. The Board of Education will take no cognizance of complaint against an employee for non-payment of debts, so far as the creditor is concerned, beyond acknowledging the receipt of his communication. An employee whose services are otherwise satisfactory, and who contracts a debt on the strength of his official position, and then, without sufficient reason neglects or avoids payment thereon, may be liable to dismissal. Complaints of this character will be considered in the teacher's official rating.

Non-payment
of debts.

72. The use of tobacco by any employee in or about a school building is prohibited.

Use of tobacco
prohibited.

73. All officers, teachers and employees of the public schools in the District of Columbia are forbidden, either directly or indirectly, individually or through associations, of their own initiative to solicit an increase of pay, or to influence or attempt to influence, in their own interest, or for a personal end, any other educational legislation whatever, either before Congress or its committees, or in any way save through the Board of Education. This rule in no wise affects the right of any person in the service of the public schools of making any suggestions for the improvement of the public school system or its

Soliciting
legislation for
personal ends
prohibited.

administration, but all such suggestions must be forwarded to the Board of Education for consideration.

RESIGNATIONS.

Ten days
notice of
resignation
is required.

74. Every resignation of any teacher or employee of the public schools of the District of Columbia must be submitted to the superintendent at least ten days before the same is intended to take effect.

Female
teacher
vacates
position by
marriage.

75. Should a female teacher marry, her place shall thereupon become vacant, provided, however, that when the resignation does not take effect until after the last regular day in June, she shall be paid her full salary for the month of June.

FLAGS.

Hours flags
shall fly.

76. On all school days and legal holidays of the nation, and of the District of Columbia, and other days made holidays by proclamation of the President, flags shall fly at full staff from all school buildings from 8:30 A. M. to 4:30 P. M. On Memorial Day the flag shall be placed at half staff.

BUILDINGS.

Naming of
school
buildings.

77. No school building shall hereafter be named in honor of any living person, and all propositions to name buildings shall be referred to the Committee on Sites, Buildings, Repairs, Janitors and Sanitation for consideration and report. At least six (6) votes shall be required to name a school building: *Provided*, That the name of each school building which is or shall hereafter be designated by the name of any person shall embrace the given name or names as well as the surname of such person, and shall be so noted on the school records.

Blank books
and forms a
part of the
rules.

78. School houses shall be used only for educational purposes.

79. All officers and employees of the board and all teachers shall use such record and other blank books and such forms as shall be prescribed by the board and in the manner and for the purposes designated, and the instructions accompanying such books and forms are hereby made a part of the rules. In each schoolroom, a copy of the rules shall be kept by the teacher.

SUPPLIES AND REQUISITIONS.

Bonds
required

80. The secretary of the Board of Education and the custodian of supplies shall be required to

furnish bond in the sum of \$2,500 and \$2,000 respectively.

The secretary of the Board of Education shall submit a report at the first monthly meeting, stating the work of his office, with such recommendations as are necessary.

Supplies necessary for the use of the public schools may be procured by the supervising principals, principals of the normal, high and manual training schools and directors of special work, submitting itemized requisitions to the secretary of the board, who shall submit the same to the superintendent for approval.

Requisitions.

If the articles are not in stock, the secretary shall forward a list of the supplies required to the proper committee of the board to be examined and transmitted to the Committee on Ways and Means to be presented to the full board for action. When approved by the board, a requisition shall be certified by its president and secretary, and forwarded to the Commissioners of the District of Columbia. The supplies thus ordered will be delivered to the storekeeper or the official designated by him.

Proper receipts shall be given for all goods delivered and proper entries shall be made in the books of the storekeeper.

If the requisition is an urgent one, the articles may be ordered on the approval of the requisition by the superintendent or acting superintendent, the president and the secretary of the Board of Education. In such cases, the action taken must be reported at the next meeting of the Board of Education.

Urgent requisitions.

Samples of standard supplies shall be kept by the storekeeper.

Samples must be kept.

If the supplies are in stock, the secretary shall approve the requisition and forward it to the custodian of supplies who will furnish the supplies, taking receipt for same.

All supplies delivered must be immediately checked up and the receipt, accompanied by the correction sheet, if necessary, returned to the secretary of the Board of Education within forty-eight hours of the receipt of goods, and all claims for shortages must be made within that time.

Samples must be checked and receipted for.

81. Requisitions shall be made quarterly except in emergencies.

An annual inventory of all supplies and property in the public schools shall be required from each teacher or person in possession of property, the correctness of which shall be certified by the immediate building principal, supervising princi-

Annual inventories made by teachers.

pal, normal, high or manual training school principal, or other officers at the close of school.

Semi-annual inventory by custodian.

The custodian shall submit semi-annually an inventory of all property in his possession.

Supplies for high manual training and normal school.

Requisitions for supplies pertaining to the respective departments in the high, manual training and normal schools shall originate with the teacher desiring the supplies or with the head of the department and take the following course: From teacher to principal, from him to head of department, and thence to the secretary of the board, who shall put it in proper form for submission to the board through the superintendent and the proper committee.

Secretary shall apportion funds.

The board, through the secretary, shall notify each head of department as early as possible of the amount set aside for his department for the following year, and he will notify each principal, who will confer with his teachers regarding the needs of their respective departments.

TEXTBOOKS AND SUPPLIES.

Board shall apportion free text book fund

82. The Board of Education shall determine from time to time the portion of the free text-book fund to be expended for books and for supplies.

Purchases of books recommended by superintendent.

Principals of buildings shall make requisitions on the supervising principals, who shall forward them to the superintendent of schools. All purchases for books and educational supplies shall be recommended by the superintendent of schools to the Committee on Textbooks and Supplies.

Superintendent shall recommend text books annually.

All purchases and allowances of supplies shall be on the regular forms prescribed by the Board of Education.

The superintendent of schools shall submit annually at the first regular meeting of the board in February, a list of textbooks recommended for the following year, provided that changes of textbooks shall not be made more frequently than once in three years, except by a three-fourths vote of the board; but additions to the list may be made annually.

Principal shall make inventories of property annually.

83. The supervising principals are required to have all property belonging to the schools of the District of Columbia assigned to their division, properly listed by the various building principals, who shall be held responsible for its proper care, use and safe-keeping. Inventories of property and unexpended supplies shall be furnished to the secretary of the Board of Education through the supervising principals at the close of the school year.

When the property is worn out and of no further use, it shall be listed and the list forwarded to the secretary of the Board of Education for such action as the board may determine.

Worn out property reported.

Worn out textbooks shall be collected at the end of each school year in the office buildings of the respective supervising principals, who shall transmit to the secretary of the board a certified list of the same.

Principals of high, normal and manual training schools will be held responsible for all school property in their respective schools and will make lists of same as provided in the case of supervising principals.

High school principal shall report list of property.

84. All bills shall be properly audited by the secretary of the board and if found correct, shall, when duly certified, be forwarded to the Commissioners of the District of Columbia for payment.

Secretary shall audit bills.

MISCELLANEOUS.

85. All persons connected with the public schools are hereby forbidden to furnish to any person or persons not connected with said schools or to those connected, except for school purposes, any list or lists of the pupils, teachers or other employees therein, unless by special permission of the board.

Furnishing lists of pupils, teachers, etc., prohibited.

86. Teachers and principals are expected to co-operate in every way with the medical inspectors and the Health Officer in making effective the provisions of the rules regulating the medical inspection of pupils.

Teachers must co-operate with medical inspector.

87. All communications for teachers and schools, in the way of announcements, orders and instructions from the Board of Education or the secretary shall be sent as bulletins from the secretary of the board to the building principals, through the supervising principals.

Orders of the board sent out by secretary.

88. The secretary shall keep on file a complete list of teachers showing their assignment to divisions, grades, buildings and special departments.

Secretary shall keep list of teachers.

89. When emergencies require the temporary detail of any of the clerical force of one department to assist in the work of another, such details shall be made only by the president of the Board of Education, upon application of the head of the department which may be in need of such special clerical assistance, after conference with the officer from whose department the transfer is asked.

Details of clerks made by president of board.

90. Wherever the masculine pronoun occurs it is construed to apply to either male or female.

**Causes for
suspension or
dismissal.**

91. The violation of any of the rules of the Board of Education; disobedience or neglect of the orders of those in authority; any other offences against morality or good order; or inability to perform satisfactorily the duties of his position on the part of any employee of the board, shall be, any or all of them, considered cause for suspension by the president of the Board of Education, or dismissal by the board. The suspension of any employee shall extend only to the next meeting, regular or special, of the Board of Education, unless otherwise ordered by the board.

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APPENDIX

COMPULSORY EDUCATION ACT.

[PUBLIC—No. 203.]

An Act Providing for compulsory education in the District of Columbia.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That every parent, guardian, or other person residing in the District of Columbia having charge and control of a child between the ages of eight and fourteen years shall cause such child to be regularly instructed in the elementary branches of knowledge, including reading, writing, English grammar, geography, and arithmetic, and pursuant to this end every such parent, guardian, or other person aforesaid shall cause any child under the charge and control of such person to attend some public, private, or parochial school during the period of each year the public schools in the District are in session, on the customary days and during the customary hours of the school term. No child shall be credited with attendance upon a private or parochial school unless the attendance officer hereinafter provided for receives a certificate of attendance signed by the person in charge of such school. A child between the ages aforesaid may be excused from school attendance or instruction upon presentation of satisfactory evidence to the superintendent of schools that such child is being or has been within said year instructed a like period of time in the branches taught in the public schools, or that such child has acquired these branches of learning, or that the physical or mental condition of such child is such as to render such attendance or instruction inexpedient or impracticable.

SEC. 2. That if any person having under control a child, as described in section one, shall neglect for three day sessions or six half-day sessions, within any period of five months to cause such child to attend school, a written notice shall be sent to such person by an attendance officer, hereinafter provided for, informing him that the attendance of the child under the control of such person is required at school within a period of three days. If such child is not excused as provided for in section one, and is not in school within three days, prosecution shall be begun in the police court by an officer empowered under this Act against the parent or other person in control of the child, and upon conviction the parent or other person in control of the child shall be pun-

ished for each and every offense by a fine of not more than twenty dollars.

SEC. 3. That any child between the ages of eight and fourteen who is an habitual truant, who is willfully and habitually absent from school, or who can not be controlled by the regular school discipline while in attendance upon school, shall be committed by the board of education to a special or ungraded school for instruction. The board of education may set apart school buildings or special rooms in a school building for the establishment of ungraded schools to provide, under a qualified teacher, for the instruction of habitual truants or for pupils who can not be controlled by the regular school discipline while in attendance upon school, and such children may be restricted to such schools for instruction until satisfactory evidence of improvement is furnished the board of education by the teacher in charge whereupon such child may be restored to a graded school in the district in which he resides.

SEC. 4. The board of education of the District of Columbia is hereby authorized, empowered and directed to appoint two truant officers at a salary of six hundred dollars per annum each, who, together with the inspectors provided for in the bill to regulate the employment of child labor and the probation officers provided for in the bill establishing a juvenile court shall under the direction of the board of education carry out the provisions of this Act.

SEC. 5. That any person who induces or attempts to induce any child to be absent unlawfully from school, or who knowingly employs or harbors while school is in session any child absent unlawfully from school, shall be deemed guilty of a misdemeanor and be punished by a fine of not more than twenty dollars.

SEC. 6. That the officers empowered under this Act shall visit any place or establishment where minor children are employed to ascertain whether the provisions of this law are duly complied with, and shall as often as twice a year demand from all employers of such children a list of children employed, with their names and ages.

SEC. 7. That any parent or other person who makes a false statement concerning the age or school attendance of a child between the ages of eight and fourteen who is under his control, such false statement being made with intent to deceive under this Act, shall upon conviction thereof be punished by a fine not to exceed twenty dollars.

SEC. 8. That this Act shall take effect on July first, nineteen hundred and six.

SEC. 9. That all Acts and parts of Acts in conflict herewith are hereby repealed.

Approved, June 8, 1906.

TUITION LAW.

[PUBLIC—No. 98.]

An Act To amend the provision in an Act approved March third, eighteen hundred and ninety-one, imposing a charge for tuition on nonresident pupils in the public schools of the District of Columbia.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the provision in the Act entitled "An Act making appropriations to provide for the expenses of the government of the District of Columbia for the fiscal year ending June thirtieth, nineteen hundred, and for other purposes," approved March third, eighteen hundred and ninety-one, which reads: "That hereafter pupils shall not be admitted to or taught free of charge in the public schools of the District of Columbia who do not reside in said District, or whose parents do not reside or are not engaged in business or public duties therein," and so forth, be, and the same hereby is, amended so as to read as follows:

"That hereafter pupils shall not be admitted to or taught free of charge in the public schools of the District of Columbia who do not reside in said District, or who during such tutelage do not own property in and pay taxes levied by the government of the District of Columbia, or whose parents do not reside or are not engaged in business or public duties therein, or during such tutelage pay taxes levied by the government of the District of Columbia: *Provided*, That such pupils may be admitted to and taught in said public schools on the payment of such amount, to be fixed by the board of trustees, with the approval of the Commissioners of said District, as will cover the expense of their tuition and cost of text-books and school supplies used by them; and all payments hereunder shall be paid into the Treasury, one-half to the credit of the United States and one-half to the credit of the District of Columbia."

Approved, April 14, 1906.

REGULATIONS
GOVERNING
THE MEDICAL INSPECTION
OF
PUBLIC SCHOOLS
IN THE
DISTRICT OF COLUMBIA

Promulgated in accordance with an Act making appropriations to provide for the expenses of the Government of the District of Columbia, approved March 3, 1903.

Formulated by the Health Officer, June 30, 1903.

Approved by the Board of Education, June 30, 1903.

Approved by the Commissioners of the District of Columbia, July 14, 1903.

Amended by the Health Officer, July 7, 1907.

Approved by the Board of Education, October 9, 1907.

Approved by the Commissioners of the District of Columbia, December 7, 1907.

REGULATIONS
GOVERNING THE MEDICAL INSPEC-
TION OF PUBLIC SCHOOLS
IN THE
DISTRICT OF COLUMBIA.

Section 1. No pupil will be permitted to attend the public schools of the District of Columbia who is suffering from any defect or disease which renders his presence materially detrimental to the welfare or the safety of other pupils, nor will any pupil be permitted to attend school when such attendance will materially jeopardize his own health and the condition out of which such jeopardy arises is of a temporary character.

Section 2. Every teacher, immediately after the opening of school each day, will carefully observe the general expression and condition of every pupil and determine whether any of them present appearances suggestive of the advisability of exclusion under the provisions of these regulations.

Section 3. Every teacher, within one-quarter hour after the opening of school each day, will forward to the principal of the building in which she teaches, a written request on the form provided for that purpose, for the examination by a medical inspector, of each pupil under his care who belongs or appears to belong to any of the following classes:

Class A. Pupils whose appearances, or known or suspected histories, indicate that they may be suffering from conditions rendering their exclusion from school necessary under the provisions of these regulations.

Class B. Pupils who have returned after having been excluded from school on the recommendation of the Health Officer or of a medical inspector, except excluded pupils who present certificates signed by the Health Officer authorizing their return; but excluded pupils whose return is clearly forbidden by these regulations are not to be referred to the medical inspector for examination, but are to be sent home at once.

Class C. Pupils who have been absent from school without cause for five or more consecutive school days, unless the teacher has reason to believe that the absentee has not suffered from or been exposed to a communicable disease.

Requests for the examination of pupils may, however, be made out and forwarded to the principal for appropriate action, in case of emergency, at any time during the school day.

Section 4. Any teacher believing that a pupil in his class is suffering from a communicable disease must bring the case to the attention of the principal of the building, and the principal must isolate the pupil, as well as the facilities at his command will permit, pending the arrival of the medical inspector and instruction from him as to the disposal of the case; or if the case be an urgent one, such for instance as a suspected case of smallpox, the principal must submit the facts to the Health Officer at once, by telephone, or by messenger and dispose of the case in such manner as the Health Officer directs.

Section 5. A teacher may, in her discretion, permit a pupil who is not suspected of having a communicable disease to remain in the class room pending the arrival of a medical inspector.

Section 6. Every principal of a school will notify the medical inspector assigned to such school whenever the services of a medical inspector are required. With respect to the examination of pupils attending all-day classes or morning classes, such notification must be given not later than half past nine o'clock, and notification with respect to pupils attending afternoon classes must be given not later than half past one o'clock. If, however, a principal fails to notify the inspector within the allowed time, he must notify him as soon thereafter as possible, and in case of emergency notification may be given at any time.

Section 7. Every medical inspector, upon receiving notice that his services are required at any of the schools to which he has been assigned, will respond to such notice on the day of its receipt and as soon after its receipt as is practicable.

Section 8. Every medical inspector will devote to actual inspection work each school day not less than three hours. He will first visit each school from which he has received notice to call and do whatever may be necessary there. If thereafter any part of the required three hour period remains, the inspector will devote it to the making of routine examinations at schools as hereinafter described.

Section 9. When a medical inspector calls at a school in response to a request for his services he will immediately procure from the principal the reports made by teachers in compliance with the requirements of Section 4 of these regulations.

Then, with the coöperation of the principal, and in his presence or in the presence of a teacher detailed by the principal for that purpose, he will examine all such pupils as are brought to his attention for that purpose. In so doing he will afford the principal and teachers every opportunity to observe the evidence and to learn the reason upon which he bases his recommendations, so that the principal and teachers may be better able thereafter to select from among the pupils under their care those who by reason of defect or disease are unfit to attend school. In the making of such examinations the principal and teachers will assist the inspector in every possible way. All examinations are to be made with the utmost possible privacy and in no case is the examination of an individual pupil, as distinguished from the examination of an entire class, to be made in the class room in the presence of other pupils.

Section 10. The medical inspector will indorse on the forms which have been made out by the teacher (Form A) his tentative diagnoses and his recommendations. Notes of the subjective and objective symptoms upon which the inspector bases his recommendations for the exclusion of a pupil from school should be made, if the inspector deems it necessary, on the duplicate form, but only such notes should be made in this way as can be made without disclosing information essentially confidential in its nature.

The "Original" form the inspector will give to the principal of the school for proper action. The "Duplicate" he will preserve and forward to the Health Officer at the close of the day after having made such a memorandum therefrom as may be necessary to enable the inspector to make out his weekly report. The principal will forward the "Original" to the supervising principal as soon as practicable, except in cases of exclusion, in which cases the "Original" should be retained by the principal until after the pupil has been readmitted or his name erased from the school roll.

Section 11. The teacher of the school in coöperation with the principal will carry out the recommendations of the medical inspector as promptly as possible.

Section 12. Should any principal desire to appeal from the decision of the inspector, he will first carry out the recommendations of such inspector, and after having done so address his appeal, in writing, to the supervising principal of the division to which he is assigned. The supervising principal may undertake to adjust the case

by conferring with the Health Officer, either directly or through the superintendent of public schools.

Section 13. A medical inspector, in determining which of the schools under his supervision shall be visited on any particular day, independently of requests for his services, will take into consideration the length of time that has elapsed since each of the various schools under his supervision has been visited, whether on special calls or on routine visits, and will endeavor to arrange his routine visits so that each of the schools assigned to him will receive an equal amount of attention. Routine visits may be made during either the morning or the afternoon sessions of school, as best suits the convenience of the medical inspector, but visits to any one school in which classes are held both in the forenoon and in the afternoon should not be continuously limited either to the morning or afternoon session.

Section 14. A medical inspector, upon visiting a school for the purpose of making a routine inspection, will confer with the principal and advise him with reference to all such matters of hygiene or sanitation as may be brought to the inspector's attention. At each such visit the inspector, with the principal of the school, or without him, if the principal prefers, will go to one or more of the class rooms and to other parts of the building and observe the physical condition of the pupils and rooms and of the building generally. During such inspections the inspector will take occasion to invite the attention of the principal and teachers to such apparently sick or defective pupils as he may observe and to such conditions in the room and in the building generally as require correction, so that appropriate action may be taken and similar conditions avoided in the future.

Inspectors are cautioned that they are not to act as advisers of principals and teachers, except on matters peculiar to the medical profession, and are not to assume the roll of critics merely. Under no circumstances should advice be given or remarks made in the presence of pupils, which can be either construed or misconstrued as reflections on the school management. Any apparent dereliction on the part of any janitor should be brought privately to the attention of the principal of the building in which such janitor is employed, so that appropriate action may be had.

Section 15. Should occasion require the making of a special inspection of all the pupils in any class or classes, as, for instance, for the purpose of

determining whether any of them are or are not suffering from scarlet fever or pediculosis, the inspector will invite the principal to accompany him, and then, either with or without the principal, will proceed to the class or classes to be examined. There the inspector will look over the pupils in a general way, but will make no physical examination of individual pupils in the class room. If, in the course of such examination, it becomes apparent that a closer examination of any pupil is desirable, the teacher will, on the request of the inspector, send such pupil to some proper place in the building where such examination can be made as the inspector deems necessary. For each pupil set aside for special examination the teacher will make out the usual request for examination as provided by Section 3 of these regulations.

In connection with the examination of the pupils of any class for the purpose of detecting the presence of pupils suffering from scarlet fever, the pupils may be required to raise their hands so as to permit the easier and more rapid examination; but in such cases the inspector must be careful to avoid touching in any way the pupils under examination, at least until after their removal to the examination room, and then if it becomes necessary to touch or handle any pupil, and that pupil is found to have scarlet fever, the inspector will carefully disinfect his hands before proceeding to the examination of other pupils.

Section 16. The teacher will give to each pupil whom she excludes from school a proper notice, showing the reason for exclusion and the conditions upon which he will be allowed to return. And if a pupil, although not formally excluded in the first instance, is known to be absent because of conditions which, if he were in attendance, would justify his exclusion, the teacher will send a like notice to the parent or guardian of such pupil and will give a duplicate thereof to the inspector at the time of his next visit. When an excluded pupil has complied with the conditions necessary to entitle him to readmission to school the teacher will forward the exclusion blank returned by the pupil and containing evidence of such compliance through the principal to the supervising principal.

Section 17. In event of differences of opinion between a medical inspector and the parent, guardian or family physician of any pupil relative to the necessity for exclusion of the pupil from school, the teacher will refer the parent or guardian to the Health Officer, and if the circumstances in his judgment so require, will report the facts of

the case to the supervising principal. Under no circumstances will teachers, principals of schools, medical inspectors or supervising principals, allow themselves to become parties to a controversy in matters of this kind, but all such matters must be settled by conference between the parent or guardian and the Health Officer.

Section 18. A pupil who has been excluded from school because of conditions not affecting or liable to affect the health of other pupils, or because of grippe, German measles, communicable disease of the eye, or parasitic disease of the hair or skin, may be permitted to return to school at any time after the expiration of the period specified in the notice of exclusion. He may be permitted to return sooner if he presents a certificate from a lawfully practicing physician showing that in the judgment of such physician he can return with safety to himself, and if the pupil has suffered from the grippe, German measles, communicable disease of the eye, or parasitic disease of the skin or hair, that the communicability of the disease has passed. But every such pupil must be reported to the medical inspector for examination on the day of the pupil's return to school. After having reported the case the principal and the teacher will be guided in their future action by whatever recommendation the medical inspector makes.

Section 19. The return of a pupil to school after he has suffered from or been exposed to smallpox, scarlet fever, diphtheria, measles, whooping cough, chickenpox and epidemic cerebro-spinal meningitis, is regulated primarily by an Act to prevent the spread of contagious diseases in the District of Columbia, approved March 3, 1897; an Act for the prevention of scarlet fever, diphtheria, measles, whooping cough, chickenpox, epidemic cerebro-spinal meningitis and typhoid fever in the District of Columbia, approved February 9, 1907; and the regulations for the prevention of the diseases just named, promulgated by the Commissioners by authority of the latter act, pertinent extract from which laws and regulations appear on pages 60 to 62. In order, however, that the health of pupils attending public schools may be further safeguarded no pupil who has suffered from measles will be permitted to return to school until after the expiration of three weeks from the onset of the disease; no pupil suffering from whooping cough until after the expiration of five weeks; no pupil suffering from chickenpox until after the expiration of two weeks, and no pupil

suffering from mumps until after the expiration of three weeks.

A pupil who has suffered from smallpox, scarlet fever, or diphtheria may be permitted to return at any time, but only on the presentation of a certificate issued by the Health Officer authorizing him so to do. No such certificate will be required from pupils who have suffered from measles, whooping cough, chickenpox, mumps, grippe, German measles, communicable diseases of the eye and parasitic diseases of the skin and hair, but every such pupil must, on the day of his return, be reported to the medical inspector for examination. Pupils returning after smallpox, scarlet fever and diphtheria, and provided with certificates from the Health Officer, need not be so referred, and if not provided with such certificate they should be sent home immediately. Pupils who are not suffering from mumps but have merely been exposed to that disease need not be excluded from school.

Section 20. If any pupil be excluded from school because of suspected communicable disease only, the medical inspector will visit such pupil on the day following his exclusion for the purpose of confirming or disproving his tentative diagnosis. If at the time of such visit he finds a physician in attendance on the case, he will retire without examining the patient, unless he is requested by the attending physician to do so.

Section 21. Whenever a pupil is excluded from school on account of communicable disease, the medical inspector will recommend such disinfection as in his judgment is necessary. Ordinarily the seat and desk of the infected pupil must be washed with a proper disinfecting solution; penholders, pencils, etc., which have been in the possession of the pupil must be treated in the same manner if they cannot be destroyed. In some cases it will be necessary to wash the handrails of stairways, doorknobs, etc. Work of this kind must be done by the janitor of the school building. Disinfection of books, when necessary, will be done by employees of the Health Department.

Section 22. Whenever, in the judgment of the medical inspector, a school building or part thereof requires disinfection over and beyond that which can be done by the janitor of such building, the medical inspector will so notify the Health Officer at the earliest possible moment. Whether such disinfection shall or shall not be done will be determined by the Health Officer or by the inspector in charge of the contagious disease service after

due consideration of all facts in the case. If such disinfection be done, it will be undertaken primarily by employees in the service of the Health Department, but all persons connected with the school building to be disinfected will render such assistance as may be practicable.

Section 23. The Health Officer will furnish the superintendent of public schools with a detailed statement of all school property destroyed because of infection and a certificate showing the necessity for such action.

Section 24. If, in the judgment of a medical inspector, any school building or part thereof should be closed he will forthwith make a recommendation to that effect to the Health Officer, who will determine what action should be taken and recommend accordingly. Recommendations of the Health Officer looking toward the closing of any school building or part thereof will be communicated directly to the office of the superintendent of public schools or to his residence, if it be found impracticable to communicate with his office. The superintendent of public schools will thereupon become responsible for all further action looking toward the closing of any such school building or part thereof. Teachers and principals will be governed by such instructions as they receive from the superintendent of public schools.

Section 25. A medical inspector will, upon the request of the principal of a school building, and with the consent of the teacher or janitor affected, examine any such principal, teacher or janitor, to determine the advisability of such principal, teacher or janitor continuing his school duties. Reports and recommendations in cases of teachers and janitors will be addressed to the principal of the school building, and in the case of principals will be addressed to the proper supervising principal. All such reports, however, will be delivered by the medical inspector to the principal of the school building.

Section 26. This exclusion of teachers and janitors from schools and the resumption by them of their school duties will be determined in accordance with these regulations so far as they may be applicable.

Section 27. In the event of the occurrence of any emergency requiring medical aid, the principal of the building will call at once upon the medical inspector assigned to such building. If unable to secure his services with reasonable promptness, he will communicate with the Health Department,

which will arrange for the services of another inspector, or in some other manner supply the needed assistance.

Section 28. Medical inspectors will respond promptly to all calls coming from any of the school buildings under their care, or from the Health Department, for aid in any case of emergency requiring medical care.

Section 29. Examination of applicants for admission to the normal school, of pupils in that school seeking graduation, and of applicants for appointment as teachers or janitors, to determine their physical fitness for admission, graduation or appointment, will be made when requested by the Board of Education by a medical inspector or medical inspectors of schools detailed for that purpose by the Health Officer.

Section 30. Medical inspectors will note such insanitary conditions in and about school buildings as may be called to their attention or as may come under their personal observation, and will report them to the Health Officer. The Health Officer, if such conditions arise from property under the control of the Board of Education, will report them to that board, and to the Engineer Department. Inspectors will bear in mind that they are not to act as mere agents for the transmission of complaints of the cause of which they have no personal knowledge.

Section 31. Each day, as soon as possible after leaving the last school to be visited, inspectors will mail to the Health Officer the duplicate slips showing tentative diagnoses and recommendations which they have made during the day (Form A, Duplicate). Before doing so, however, they will note for use in the preparation of their weekly report (Form D) such data as may be necessary for that purpose.

Section 32. Every officer and agent of the Health Department and of the Board of Education will be held strictly accountable for any unwarrantable disclosure of information acquired in his official capacity. A medical inspector of public schools does not lose his character as a physician by reason of his office and therefore must not disclose any information which is essentially confidential in its character and which he has acquired in his official capacity, except to those properly entitled to receive it. No such information should ever be embodied in routine reports, but if a report is necessary it should be specially and confidentially submitted.

Section 33. Medical inspectors will be required

to perform such duties in connection with the medical inspection of public schools, in addition to those specifically described in these regulations, as may be directed by the Health Officer. No physical examination of the pupils of any entire room or building is to be undertaken except so far as may be necessary for the detection of communicable diseases and of defects of sight and hearing, without the consent of the Board of Education.

Section 34. If by reason of illness or any other cause the medical inspector is unable to report at schools under his supervision in his usual manner, he will communicate at once, with the Health Officer, so that proper arrangements can be made for the performance of his work. A written explanation of such absence must in each case be forwarded to the Health Officer as soon as practicable.

Section 35. Medical inspectors will report at the Health Office from time to time as may be directed by the Health Officer. Special meetings of medical inspectors of schools may be called at other places in the discretion of the Health Officer.

Section 36. The jurisdiction of the medical inspector of schools is limited and defined by these regulations. Visits to pupils at their homes or examinations of pupils there may be made only as these regulations authorize, and then only with the consent of their parents or guardians, and if any such pupil be under the care of a physician, the consent of such physician also must be obtained.

Section 37. Under no circumstances will a medical inspector undertake to treat a pupil, teacher or janitor who has been excluded from school on his recommendation during the period of such exclusion, unless such pupil, teacher or janitor, or the family of such pupil, teacher or janitor, has been under the professional care of such inspector prior to the occurrence of the condition which led to exclusion; *provided*, however, that any circular or circulars relative to the treatment of pediculosis, ringworm, or any similar condition which the Health Officer may furnish may be given to pupils excluded from school because suffering from such disease. Any effort to make the office of medical inspectors of schools a means for increasing private practice will lead to the prompt dismissal of the offender.

Section 38. Every principal of a school will see that there are at all times on hand in the building under his supervision a sufficient supply of blanks of all kinds, tongue depressors, disin-

fectants and proper receptacles for the disinfecting solutions, and soap, towels and a nail brush for the use of the inspector. These articles can be obtained by applying to the secretary of the Board of Education.

Medical inspectors will obtain such articles as are needed solely for their use in the keeping of their records and the making of their reports by application to the Health Officer. Articles needed for use in connection with the actual examination of pupils and for the making out of recommendations, etc., at school buildings, will be supplied in all cases by the principals of such buildings.

Section 39. The word "he" and the derivatives thereof wherever used in these regulations are to be read to include the word "she" and its corresponding derivatives, respectively, and any power and authority conferred upon a principal or teacher in and by these regulations may be exercised by any officer in the service of the Board of Education, having a higher rank, and any power and authority conferred upon a medical inspector may be exercised by any officer in the service of the Health Department with relatively higher standing.

EXTRACTS
FROM THE
REGULATIONS FOR THE PREVENTION
OF

Scarlet Fever, Diphtheria, Measles, Whooping Cough, Chicken Pox,
Epidemic Cerebro-Spinal Meningitis, and Typhoid Fever
IN THE DISTRICT OF COLUMBIA

QUARANTINE OF PATIENT.

SEC. 2. It shall be unlawful for any person having power and authority to prevent to permit a patient suffering from diphtheria, scarlet fever, measles, whooping cough, chicken pox, epidemic cerebro-spinal meningitis, or typhoid fever, to do, and for any such patient to do, any of the following things:

* * *

b To appear in school, church, store, or place of amusement, or any other place of public assemblage.

* * *

SEC. 3. No person shall knowingly expose himself or any other person, or if he has power and authority to prevent permit any other person to be exposed, to infection by scarlet fever, diphtheria, measles, whooping cough, chicken pox, epidemic cerebro-spinal meningitis, or typhoid fever, unless such exposure is necessary for the proper care and treatment of the patient.

* * *

SEC. 5. No person residing in any dwelling house or in any apartments where there is in said dwelling house or apartments a patient suffering from diphtheria, scarlet fever, measles, or epidemic cerebro-spinal meningitis, shall, while so residing and during the continuance of such case attend public or private school or Sunday school.

* * *

SEC. 6. No person who has resided in any dwelling house or apartments while there was in such dwelling house or apartments a patient suffering from scarlet fever, diphtheria, measles, or epidemic cerebro-spinal meningitis shall after the removal, death, or recovery of the patient, or after the removal of such person

from such dwelling house or apartments, attend public or private school, or Sunday school, without the written permission of the health officer, for a period following the first proper isolation of the patient, when no disinfection is to be made, and when disinfection is necessary immediately following the completion of such disinfection, as may be directed by the health officer, and continuing if the patient was suffering from scarlet fever, diphtheria, or epidemic cerebro-spinal meningitis for seven days, or if the patient was suffering from measles for fourteen days.

* * *

SEC. 18. Any person who is suffering from symptoms that so resemble those of diphtheria, scarlet fever, measles, whooping cough, chicken pox, epidemic cerebro-spinal meningitis, or typhoid fever, that they can not be distinguished therefrom with reasonable certainty shall be regarded for the purposes of these regulations as suffering from the disease whose symptoms he presents; *Provided, however,* That no warning signs shall be displayed except in cases definitely diagnosed as diphtheria or scarlet fever.

SEC. 19. The word "building" as used in these regulations shall be held to include not only buildings as the word is ordinarily understood, but also boats, vessels, cars, vans, and all other places where a sick person may be. The term "apartment house" shall be held to mean a building in which two or more families are living independently of one another, with separate water closets and bath rooms, and with separate kitchens, if any, for each family. These regulations shall be in full force and effect throughout the District of Columbia on and after the ninth day of April, 1907.

EXTRACTS

FROM AN ACT TO PREVENT THE SPREAD OF SMALLPOX

AND OTHER CONTAGIOUS DISEASES

IN THE

DISTRICT OF COLUMBIA

SEC. 17. That the principal, teacher, or other person or persons in charge of any school, seminary, college, or Sunday school in said District shall not permit any person to attend such school, seminary, college, or Sunday school who is or has been suffering from or exposed to any contagious disease and whose exclusion from such school, seminary, college, or Sunday school has been certified to by said health officer as in his opinion necessary to prevent the spread of such contagious disease; persons so excluded may be permitted to return to such school, seminary, college, or Sunday school upon presentation of a certificate from said health officer that they may do so without danger of spreading such contagious disease.

ORGANIC LAW.

[PUBLIC—No. 254.]

An Act To fix and regulate the salaries of teachers, school officers, and other employees of the board of education of the District of Columbia.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That on and after July first, nineteen and six, all children of school age being instructed in the schools of the District beyond the second grade shall be given a whole school day's session.

SEC. 2. That the control of the public schools of the District of Columbia is hereby vested in a board of education to consist of nine members all of whom shall have been for five years immediately preceding their appointment bona fide residents of the District of Columbia and three of whom shall be women. The members of the board of education shall be appointed by the supreme court judges of the District of Columbia for terms of three years each, except that the original appointments under this Act shall be as follows: Three for one year, three for two years, and three for three years, and members shall be eligible for reappointment. The members shall serve without compensation. Vacancies for unexpired terms, caused by death, resignation, or otherwise, shall be filled by the judges of the supreme court of the District of Columbia. The board shall meet for organization within thirty days after appointment. They shall appoint a secretary, who shall not be a member of the board, and they shall hold stated meetings at least once a month during the school year and such additional meetings as they may from time to time provide for. The organization meeting, and all meetings whatsoever thereafter, shall be open to the public, except committee meetings dealing with the appointment of teachers.

No appointment, promotion, transfer, or dismissal of any director, supervising principal, principal, head of department, teacher, or any other subordinate to the superintendent of schools, shall be made by the board of education, except upon the written recommendation of the superintendent of schools.

The board shall determine all questions of general policy relating to the schools, shall appoint the executive officers hereinafter provided for, define their duties, and direct expenditures. All expenditures of public funds for such school pur-

poses shall be made and accounted for as now provided by law under the direction and control of the Commissioners of the District of Columbia. The board shall appoint all teachers in the manner hereinafter prescribed and all other employees provided for in this Act.

The board of education shall annually on the first day of October transmit to the Commissioners of the District of Columbia an estimate in detail of the amount of money required for the public schools for the ensuing year, and said Commissioners shall transmit the same in their annual estimate of appropriations for the District of Columbia, with such recommendations as they may deem proper.

SEC. 3. That the board shall appoint one superintendent for all the public schools in the District of Columbia, who shall hold said office for a term of three years and who shall have the direction of and supervision in all matters pertaining to the instruction in all the schools under the board of education. He shall have a seat in the board and the right to speak on all matters before the board, but not the right to vote.

The board shall have power to remove the superintendent at any time for adequate cause affecting his character and efficiency as superintendent.

The board, upon the written recommendation of the superintendent of schools, shall also appoint one white assistant superintendent for the white schools and one colored assistant superintendent for the colored schools. The white assistant superintendent, under the direction of the superintendent of schools, shall have general supervision over the white schools, and is specifically charged, under the direction of the superintendent, with the unification, as far as may be practicable, of the educational work of the white high schools and of all academic and scientific subjects in the McKinley Manual Training School and the Business High School.

The colored assistant superintendent, under the direction of the superintendent of schools, shall have sole charge of all teachers, classes, and schools in which colored children are taught. And he is specifically charged, under the direction of the superintendent, with the unification, so far as may be practicable, of the educational work of the colored high schools, and of all the academic and scientific subjects of the Armstrong Manual Training School. And he also shall be charged

specifically, under the direction of the superintendent, with the unification of the educational work of the intermediate grades of the colored schools.

The board, upon the written recommendation of the superintendent of schools, shall appoint a director of intermediate instruction for the white schools who shall have charge under the direction of the superintendent of the unification of educational work of grades five to eight, inclusive.

There shall be appointed by the board a supervisor of manual training who, under the direction of the superintendent, shall have supervision of manual training instruction.

SEC. 4. That the salaries of teachers, school officers and other employees of the board of education of the District of Columbia shall be as follows:

TEACHERS.

| Class 1 | Class 2 | Class 3 | Class 4. | Class 5. | Class 6. |
|---------|---------|---------|----------|----------|----------|
| \$500 | \$600 | \$650 | \$800 | \$950 | \$1,000 |
| 525 | 625 | 675 | 830 | 990 | 1,000 |
| 550 | 650 | 700 | 860 | 1,030 | 1,100 |
| 575 | 675 | 725 | 890 | 1,070 | 1,200 |
| 600 | 700 | 750 | 920 | 1,110 | 1,300 |
| | | 775 | 950 | 1,150 | 1,400 |
| | | 800 | 980 | 1,190 | 1,500 |
| | | 825 | 1,010 | 1,230 | 1,600 |
| | | 850 | 1,040 | 1,270 | 1,700 |
| | | 875 | 1,070 | 1,310 | 1,800 |
| | | 900 | 1,100 | 1,350 | |
| | | | | | 1,900 |
| | | | | | 2,000 |
| | | | | | 2,100 |
| | | | | | 2,200 |

1151, 000

Group A.

Group B.

Kindergarten assistants, class one.

Model teachers of first and second grades, and of kindergarten, class four.

Teachers of first and second grades, class two.

Teachers of third and fourth grades, and kindergarten principals, class three.

Teachers of fifth, sixth, and seventh grades, class four.

Teachers of eighth grades, class five.

Teachers of manual training, drawing, physical culture, music, domestic science, domestic art, in the graded schools, classes three to four, inclusive.

Teachers of manual training, drawing, physical culture, music, domestic science, and domestic art in the normal, high and manual training schools, classes four to five.

Assistants to directors of primary instruction, classes four and five.

Head teachers and teachers of normal, high, and manual training schools, Group A, class six: *Provided*, That teachers of the normal, high, and manual training schools now receiving less than eight hundred dollars, who have not taught five years or more in graded or high schools, shall receive an annual increase not to exceed one hundred and fifty dollars until the minimum salary of class six is reached, when they shall thereafter receive the increase provided in said class: *And provided further*, That special beginning teachers in the normal school may be appointed for a two years' probationary period upon the recommendation of the principal of the normal school at a salary of eight hundred dollars for the first year and nine hundred dollars for the second year, and thereafter, if continued, they shall receive the increase provided for in this class.

Heads of departments in high and manual training schools, Group B of class six.

Librarians and clerks, classes one, two, and three.

Librarian of the teachers' library, class four.

Teachers not otherwise provided for, classes one to four.

Teachers, librarians, and clerks eligible to more than one class shall be placed in the lowest class to which they are eligible.

—SEC. 5. That the board of education shall classify all academic and scientific subjects in the Central, Eastern, Western, and Business high schools, and the McKinley Manual Training School into eight departments so that each department shall contain correlated subjects and the M Street High School and the Armstrong Manual Training School shall be similarly classified into four departments so that each department shall contain correlated subjects.

Whenever a department includes two or more high schools then the teacher in charge of the department shall be designated "Head of the department," otherwise the teacher in charge of the department shall be designated "Head teacher;" *Provided*, That heads of departments as such have only an advisory capacity in educational matters and upon all questions shall be inferior in authority to the principal of each particular school: *Provided further*, That no class shall be formed in the high schools with less than ten pupils except in the M Street High School in the case of subjects not

offered as well in the Armstrong Manual Training School but this limitation shall not apply to pupils who have already entered upon a continuous course of two or more years.

SEC. 6. That the board of education shall arrange all teachers in the classes and groups in the above schedule, except as hereinafter specified.

For the year ending June thirtieth, nineteen hundred and seven, each head of department and teacher shall receive the salary in his class next above his present salary, and no teacher or principal shall in any event receive less than his or her present salary. If promoted to a higher class he shall receive the salary in that class next above his present salary, and after June thirtieth, nineteen hundred and seven, if his work is satisfactory, he shall receive an annual increase within his class or group, as herein provided, without action of the board of education; but no teacher shall in any one year receive more than one promotion within his class or group: *Provided*, That if the salary in his class next above his present salary shall be less than twenty-five dollars in excess of his present salary he shall receive the next higher salary, so that no teacher shall receive for the first year an increase of less than twenty-five dollars.

A teacher shall not be promoted from one class to another, except by the board of education, upon the recommendation of the officer having direct supervision of said teacher and in the case of colored teachers upon the additional recommendation of the colored assistant superintendent. Such recommendations shall in each case be made through and with the approval of the superintendent of schools.

Teachers shall be promoted for superior work from Group A to Group B of class six only after oral and written examinations by the boards of examiners upon recommendation as follows:

All high and normal school teachers and teachers of the manual training schools upon the recommendation of their respective principals.

Such recommendations shall in each case be made through and with the approval of the superintendent of schools, and with the additional recommendation of the colored assistant superintendent for the colored teachers.

No teacher, head of department, principal, or supervising principal shall be appointed to any position in the graded schools, high schools, manual training schools, or normal schools, and no director, assistant director, or teacher of special

studies shall be appointed until he shall have passed an examination prescribed by the boards of examiners. No person without a degree from an accredited college, or a graduation certificate from an accredited normal school, such normal-school graduate to have had at least five years of experience as a teacher in a high school, shall hereafter be appointed to teach any academic or scientific subjects in the normal, high, and manual training schools. This provision for examination shall not apply to teachers coming from the normal schools, or teachers being advanced from the different classes in the grade schools: *Provided*, That no teacher or officer in the service of the public schools of the District of Columbia at the time of the passage of this Act shall, by the operation of this Act, be required to take any examination, either mental or physical, to be continued in the service. The boards of examiners for carrying out the above provisions with reference to examinations shall consist of the superintendent and two heads of departments of the white schools for the white teachers and of the superintendent and two heads of departments of the colored schools for colored teachers. The designation of such heads of departments for membership on these boards to be made by the board of education annually.

Every new teacher at the time of his appointment shall be assigned to a class or group by the board of education on the recommendation of the superintendent of schools, and shall receive for the first year the minimum pay of said class or group. The first year in Group A, class six, shall be probationary.

For the purpose of this Act a model teacher shall be held to be a teacher of the first or second grade, or of the kindergarten whose special aptitude for primary teaching makes it desirable to retain him in said grades with the pay of a higher grade.

Teachers of classes one and two shall receive an annual increase of salary of twenty-five dollars for four years, or until the maximum is reached.

Teachers of class three shall receive an annual increase of salary of twenty-five dollars for ten years, or until the maximum is reached.

Teachers of class four shall receive an annual increase of salary of thirty dollars for ten years, or until the maximum is reached.

Teachers of class five shall receive an annual increase of salary of forty dollars for ten years, or until the maximum is reached.

Teachers in Group A of class six, after the probationary year, shall receive an annual increase of salary of one hundred dollars for eight years; in Group B, of one hundred dollars for three years.

SEC. 7. That principals of grade-school buildings shall receive for services rendered as such, in addition to their grade salary, the yearly sum of thirty dollars for each session room in the building.

The term "session room" shall be held to designate a class room in which the regular work of a class of not less than twenty-five people is carried on.

Principals of normal, high, and manual training schools shall receive a salary of two thousand dollars per annum, together with an annual increase of one hundred dollars for five years. All such principals shall be appointed at the minimum salary, and each shall have entire control of his school, both executive and educational, subject only in authority to the superintendent of schools for the white schools and to the colored assistant superintendent for the colored schools, to whom in each case he shall be directly responsible.

DIRECTORS.

SEC. 8. That the salary of the directors shall be as follows: Directors of drawing, physical culture, music, fifteen hundred dollars, with an annual increase of one hundred dollars for five years; domestic science, domestic art, and kindergartens shall receive a salary of one thousand five hundred dollars per annum with an annual increase of fifty dollars per year for five years; the assistant directors of drawing, physical culture, music, domestic science, domestic art, and kindergartens, in charge of colored schools shall receive a salary of one thousand three hundred dollars per annum, with an annual increase of fifty dollars per year for five years; the director of primary instruction shall receive a salary of one thousand eight hundred dollars per year, with an increase of fifty dollars per year for five years; the assistant director of primary instruction, in charge of colored schools, shall receive a salary of one thousand four hundred dollars, with an increase of fifty dollars per year for five years. Directors and assistant directors shall be appointed at the minimum salary.

PAY OF OFFICERS.

SEC. 9. That the pay of officers shall be as follows: The superintendent, five thousand dollars; the assistant superintendents, three thousand dollars each; director of intermediate instruction, supervisor of manual training, and supervising principals, two thousand two hundred dollars per annum, with an increase of one hundred dollars per year for five years.

Director of intermediate instruction, supervisor of manual training, and supervising principals who may be hereafter appointed shall be appointed at the minimum salary provided in this Act unless the said salary is less than that received at the time of his appointment.

SEC. 10. When a teacher is on trial or being investigated he or she shall have the right to be attended by counsel and by at least one friend of his or her selection.

SEC. 11. That a commission, consisting of the superintendent of schools, the Engineer Commissioner, and the Supervising Architect of the Treasury Department, is hereby created for the purpose of submitting to Congress at its session beginning December, nineteen hundred and six—

First. A general plan for the consolidation of the public schools in the District of Columbia, and the abandonment and sale of such school buildings and sites as may by them be deemed necessary and desirable for the best good of the public school service.

Second. A general plan for the character, size, and location of school buildings in accordance with which the educational and business interests of the public school system may be subserved.

SEC. 12. That wherever the masculine pronoun occurs in this Act it shall be construed to apply to either male or female teachers or employees of the board of education.

SEC. 13. That this Act shall take effect on the first day of July, nineteen hundred and six, and all Acts or parts of Acts in conflict herewith are hereby repealed.

Approved, June 20, 1906.

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